THE MADRAS SUPPLEMENT

TO THE

CIVIL SERVICE REGULATIONS.

Issued by the Accountant-General, Madras

FIFTH EDITION.

MADRAS:

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PREFACE TO THE FIFTH EDITION.

THE numerous Addenda and Corrigenda to the Fourth Edition of the Madras Supplement to the Civil Service Regulations has rendered the issue of a Fifth Edition necessary. As in the previous Edition many rulings found in the supplements of other Provinces have been incorporated in the Madras Supplement to make it as complete as possible.

MADRAS,
3rd *April* 1918.

A. NEWMARCH,
Accountant-General.

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Note of Posting of Lists of Corrections.

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CONTENTS.

PART I.—Preliminary.

CHAPTER I.—General Scope.

	PAGE
Extent of application	1

CHAPTER II.—Definitions.

	PAGE		
Active service	2	Family	3
Average salary	2	Heads of departments	3
Continuous service and continuous active service	3	Lien on appointment	6
		Military Officers	7

PART II.—Rules regarding Pay and Allowances.

CHAPTER III.—General Rules for regulating Allowances.

Conditions of age and health ...	13	Advances and their recovery ...	18
Date of reckoning allowances ...	14	Transfer on duty	19
Charge of office	15	Pay of officers undergoing training or instruction	19
Promotion during leave	17		
Salaries of Natives of India	17		

CHAPTER IV.—Additions to Salary and Deputations.

Increase of salary	20	Famine and plague duty	28
Additions to salary	20	Deputation to Europe	32
Permanent appointments	24		
Temporary appointments and deputations	24		

CHAPTER V.—Acting Allowances—General Rules.

SECTION I.—Definitions and Limitations.

Tentage of acting officers	33	Sub. *pro tem.* appointments	34
Provisional appointments	33		

SECTION II.—Maximum and Minimum Salaries 36

SECTION III.—Privilege Leave Vacancies 36

CHAPTER VI.—Acting Allowances—Rules for Calculation.

SECTION I.—Indian Civil Service and other Special Services.

Extent of application 37

SECTION III.—Public Works—Railway and Indian and Indo-European Telegraph Department 37

SECTION VII.—Other Officers.

Extent of application	38	Medical appointments	41
Officers having a substantive appointment	39	Appointments on less than Rs. 100 ...	42

CHAPTER VII.—Regulation of Progressive Salaries.

	PAGE
Limitation	44
Acting allowances	45
Time spent on leave	48
Time under suspension or on Foreign service or on special duty	48

CHAPTER VIII.—Combination of Appointments and Salaries.

Charge of current duties	49
Permanent arrangements	50
Temporary arrangements	50
Restrictions	51
Civil Surgeoncy	52

CHAPTER IX.—Joining Time.

Period admissible	53
Extensions	54
Appointment changed	55
Allowances	55

CHAPTER X.—Officers dismissed, suspended, or imprisoned ... 56

PART III.—Leave Rules.

CHAPTER XI.—General Conditions of Leave.

SECTION I.—General Rules.

Extent of application	57
Discretion of Government	57
Recall from leave	58
Beginning and end of leave	58

SECTION II.—Service qualifying for Leave.

Temporary service	59
Probationers and Apprentices ...	59
Officers under training	60
Service under other Rules	60
Private Secretary	60
Political officers	60

SECTION III.—Retention of Appointment.

Lien on appointment 60

SECTION IV.—Commencement and End of Leave.

Commencement and termination of leave 61

SECTION V.—Return to Duty.

Permission to return	62
Overstaying leave	63

SECTION VI.—Combination, Extension and Commutation of Leave.

General rules	64
Extension of leave out of India ...	63

CHAPTER XII.—Short Leave.

SECTION I.—Extent of Application.

Temporary and non-continuous service.	66
Works Establishment	66

SECTION II.—Privilege Leave—Ordinary Rules.

Amount earned	66
Effect of suspension	68
Doctors and Lady Nurses	69
Deputation allowance	69
Local allowances, how affected ...	70

PAGE

SECTION III.—Privilege Leave in cases of Regular Vacations ... 71

SECTION IV.—Examination Leave 73

SECTION V.—Hospital Leave 73

CHAPTER XIII.—Long Leave—European Services.

SECTION I.—Extent of Application 74

SECTION II.—Furlough.

	PAGE		
Furlough earned	75	I. Officer transferred from Indian Service Leave Rules	75
Furlough admissible	75	II. Rugulations regarding the grant of study leave to officers of the Indian Medical Service	75

SECTION IV.—Subsidiary Leave 79

SECTION V.—Extraordinary Leave 80

CHAPTER XIV.—Long Leave—Indian Services.

SECTION I.—Extent of Application 81

SECTION II.—Long Leave.

Leave on medical certificate	81	Leave allowances	82

PART IV.—Ordinary Pensions.

CHAPTER XV.—General Rules.

SECTION II.—Cases in which claims are inadmissible.

Specification of cases	85	Military service	90

CHAPTER XVI.—Conditions of Qualifying Service.

SECTION I.—Definition of Qualifying Service.

Beginning of service 92

SECTION II.—First Condition.

Service under Government 92

SECTION III.—Second Condition.

Permanent officer deputed	95	Surveys and Settlements	95
Piece-work	95		

SECTION IV.—Third Condition.

Fees and commissions 96

SECTION V.—Distinction between Superior and Inferior Service.

Superior service	96	Service partly inferior and partly superior	97

CHAPTER XVII.—Rules for reckoning Service.

SECTION I.—Special Additions—*Nil*.

SECTION II.—Periods of Leave.

PAGE

Superior service 99

Inferior service 99

SECTION III.—Suspensions, Resignations, Breaks and Deficiencies in Service.

Distinction between removal and dismissal 100

Interruption 100

Condonation of interruptions and deficiencies 100

CHAPTER XVIII.—Conditions of Grant of Pension.

SECTION II.—Compensation Pensions.

Foreign Service and lien while the appointment in British Service is abolished 102

Selection for discharge 102

Notice of discharge 102

Acceptance of new appointment ... 103

SECTION III.—Invalid Pension.

Rules regarding medical certificates ... 103

Restrictions 104

SECTION IV.—Superannuation Pensions.

Explanation 104

Grant of extension in service—Procedure 106

Extension of service not more than one year at a time 87

SECTION V.—Retiring Pension.

Retiremnet with view to re-employment 106

Combination of appointments ... 106

CHAPTER XIX.—Amount of Pensions.

SECTION I.—General Rules.

Limitations 107

SECTION II.—Amount of Superior Pension.

Amount of superior pension 107

Special additional pension 108

Reduction in certain cases 108

SECTION IV.—Allowances reckoned for Pension.

Emoluments and average emoluments 109

CHAPTER XX.—Special Rules for the Police.

SECTION III.—Amount of Pension.

Officers on pay not exceeding Rs. 20 112

CHAPTER XXI.—Re-employment of Pensioners.

SECTION I.—Civil Pensioners.

Notice of re-employment 113

After superannuation or retiring pension 114

SECTION III.—Military Pensioners 114

PART V.—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR SPECIAL OFFICERS.

CHAPTER XXII.—THE GOVERNOR-GENERAL, GOVERNORS, LIEUTENANT-GOVERNORS AND MEMBERS OF COUNCIL.

PAGE

SECTION I.—COMMENCEMENT AND TERMINATION OF THE PAY OF A GOVERNOR OR MEMBER OF COUNICL 115

SECTION III.—MEMBERS OF COUNCIL 115

CHAPTER XXIII.—JUDGES OF THE HIGH COURTS.

Statutory rules 116

CHAPTER XXIV.—BARRISTER AND PLEADER APPOINTMENTS—*Nil.*

CHAPTER XXV.—MEMBRES OF THE INDIAN CIVIL SERVICE.

	PAGE		
Annuity deductions	118	Civil Fund deduction	118

CHAPTER XXVI.—STATUTORY CIVIL SERVANTS ... 119

CHAPTER XXVII.—ECCLESIASTICAL OFFICERS.

SECTION I.—BISHOPS 120

SECTION III.—CHAPLAINS.

Special leave	120	Right and title to pension	121
Privilege leave	120		

SECTION IV.—MINISTERS OTHER THAN CHAPLAINS 121

CHAPTER XXVIII.—MILITARY OFFICERS.

SECTION I.—PAY, ALLOWANCES AND LEAVE RULES 122

CHAPTER XXIX.—CIVIL VETERINARY DEPARTMENT ... 124

CHAPTER XXX.—CIVIL ENGINEERS AND TELEGRAPH OFFICERS ... 125

CHAPTER XXXI.—LAW OFFICERS.

Government Pleader or Government Prosecutor 126

CHAPTERS XXXII TO XXXVII.—*Nil.*

PART VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

CHAPTER XXXVIII.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

SECTION III.—INJURIES RECEIVED ON DUTY 127

PART VII.—Foreign Service and Service under Local Funds.

Foreign Service—(Old Rules applicable to officers transferred before 1st August 1913.)

CHAPTER XXXIX.—*Nil.*

CHAPTER XL.—Foreign Service of the First and Second Kinds.

SECTION I.—Conditions of Foreign Service of the First Kind.

	PAGE		PAGE
Explanation	129	Foreign service out of India	134
Sanction to transfer	131	Temporary transfers	134
Contribution required	133	Exemptions from contributions ...	135

SECTION II.—Conditions of Foreign Service of the Second Kind.

General rules ... ... 136 | Contribution required 136

SECTION III.—Rules for payment of Contribution.

Foreign service out of India ... ... 136 | Remittance required 138

SECTION IV.—General Conditions of Service.

As to leave and pension ... ... 139 | Lien on Government appointment ... 140

CHAPTER XLI.—Foreign Service of the Third Kind ... 142

PART VII.—Foreign Service, Regular Establishments, the cost of which is recovered by Government Service under Local Funds.

CHAPTER XXXIX.—Foreign Service (New Rules applicable to Officers transferred after 1st August 1913).

DEFINITION 143

Sanction to transfer to, and pay in foreign service 143

Remission of, or exemption from, contribution 144

CHAPTER XLI.—Regular Establishments, the cost of which is covered by Government 145

CHAPTER XLII.—Service under Local Funds.

SECTION I.—Pensoins.

Pensions charged to Local Funds ... 146 | Pensions from the General Revenues ... 148

SECTION II.—Leave, Acting and Travelling Allowance 149

PART VIII.—Record of Service.

CHAPTER XLIII.—Record of service.

SECTION II.—Non-Gazetted Officers.

Service books and service rolls ...	150	Foreign service	152
Record of leave	151		

PART IX.—PROCEDURE RELATING TO LEAVE.

CHAPTER XLIV.—APPLICATIONS FOR AND GRANT OF LEAVE.

SECTION I.—APPLICATIONS.

PAGE
To whom submitted 153

SECTION II.—GRANT OF LEAVE.

PAGE
Gazetted officers ... ... 154 | Non-Gazetted officers 154

SECTION III.—CHURCH OF SCOTLAND 157

CHAPTER XLV.—PAYMENT OF LEAVE ALLOWANCES.

Payment of leave allowances 159

CHAPTER XLVI.—LAST-PAY CERTIFICATES AND WARRANTS.

SECTION I.—LAST-PAY CERTIFICATES.

Leave in India 160
Leave out of India 160
Colonial warrants 160

SECTION II.—RULES FOR PREPARING LAST-PAY CERTIFICATES.

General rules 161

PART X.—PROCEDURE RELATING TO PENSIONS.

CHAPTER XLVII.—APPLICATIONS FOR AND GRANT OF PENSIONS.

SECTION I.—APPLICATIONS.

Non-Gazetted officers—Preliminary verification 162
Non-Gazetted officers—Formal application 163
Remarks on pension applications ... 167
Submission to Government 167

SECTION II.—POWERS OF SANCTION 168

SECTION III.—ANTICIPATORY PENSIONS.

Prevention of delay 171

CHAPTER XLVIII.—PAYMENT OF PENSIONS.

SECTION II.—PAYMENTS IN INDIA.

Payment to Mysore, Travancore and Cochin service pensioners from Government Treasuries 172
Identification of pensioner 172
Payments to agents 173
Procedure in cases of suspicious life certificates 173
Transfers in India 173
Lapses and forfeitures 174
Deceased pensioners 174
Provisional last-pay certificates ... 174

SECTION IV.—PAYMENT IN A COLONY.

Issue of warrant 175

CHAPTERS XLIX AND L.—*Nil.*

PART XI.—Regulations relating to Travelling Allowances.

CHAPTER LI.—Definitions and General Rules.

SECTION I.—Principles of Calculation.

	PAGE
Route for calculation of travelling allowance	176
When means of locomotion are supplied	177
Rent for Public Works boats ...	186
Camp equipment and horses ...	188

SECTION II.—Classification of Officers.

General classification 195

CHAPTER LII.—Mileage Allowances.

SECTION I.—Travelling by Railway.

Class accommodation 200

SECTION II.—Travelling by Sea or River.

Scale of accommodation	201
Table money	201
Passage money	202
Embarking and disembarking ...	202

SECTION III.—Travelling by Road.

Ordinary mileage rates	203
Special mileage rates	207
Special conveyance	207

CHAPTER LIII.—Travelling Allowances for Journeys on Tour.

SECTION I.—General Rules.

Title to allowance	208
Journeys beyond jurisdiction	212
Scale of tent equipment supplied by Government to officers in the Madras Presidency	213
Tents (cost of carriage of)	224

SECTION II.—Permanent Allowances.

Under what conditions exchangeable...	226
Not drawn during leave, etc.	227
Rate of allowance	228

SECTION III.—Daily Allowances—Conditions.

Conditions of grant	228
Minimum limit of distance	229
Halts during tour	229
Halts at headquarters	233
Cumulative allowances	234

SECTON IV.—Daily Allowances—Rates.

Ordinary rates 236

SECTION V.—Mileage in lieu of Daily Allowances.

When daily allowances are exchangeable	237
Survey officers in the Madras Survey	241

SECTION VI.—Conveyance Allowances.

Conditions of grant 241

SECTION VII.—Conveyance Hire.

Despatch of messenger	247
Temporary duty at Presidency ...	247

CHAPTER LIV.—Other Journeys.

SECTION I.—Joining First Appointment.

	PAGE
Allowances when admissible	249
Pensioners re-employed	253
Journeys by sea	253

SECTION II.—Journeys on Transfer.

General rules	254
Exceptions	257
Transfers in the Survey Department.	257
Transfers of subordinates	258

SECTION III.—Journeys to Hill Stations.

List of "Hill Stations"	259
Accompanying the Government ...	260
Other Officers...	263

SECTION IV.—Journeys to attend Examinations.

Departmental and Hill or Frontier languages	264

SECTION V.—Journeys occasioned by Leave or Retirement.

Generally inadmissible	266
Leave on medical certificate ...	267
Recall from leave	267

SECTION VI.—Other Occasions.

To give evidence	268
Travelling Allowance to Jurors and Assessors	270
To obtain medical advice	270

CHAPTER LV.—Special rates for Special Localities.

Increase in certain specified tracts	272

CHAPTER LVI.—Special rules for high officers.

Charges for the provision of special trains for high officials of Government, etc.	276
Requisitions for special trains, etc., for high officials and distinguished visitors	278
Members of the Imperial and Provincial Legislative Councils ...	280
Bishops of Calcutta, Madras and Bombay	280
Chief Commissioner, Resident (First Class), Judge of a High Court ...	280

CHAPTER LVII.—Rules of Procedure.

Countersignature	282
Controlling and Audit officers' duties	287

APPENDIX.

A.—Madras Hill Allowance Code	288
B.—Powers of Local Governments	297
C.—List of Local Allowances drawn by Gazetted officers which have been treated as "remuneration" or "duty allowance"	322
List of Local Allowances drawn by non-Gazetted officers	331
D.—Grant of travelling allowance, etc., to officers under training	347

MADRAS SUPPLEMENT

TO THE

CIVIL SERVICE REGULATIONS.

PART I.—PRELIMINARY.

Chapter I.—General Scope.

Extent of Application.

[C.S.R.—3]

1. The Government of India have decided that such officers of the Royal Indian Marine serving under local governments as have formerly travelled under the Civil Service Regulations shall continue to do so, and that such officers as have not travelled under the Civil Service Regulations while serving under local governments shall now do so. G.O. No. 319, Marine, 26-11-1908.

[C.S.R.—4]

1. The Government of India have decided that (1) when a provision of law, or of rule having the force of law obliges a Local Government to act in the particular way, it must obviously override any executive orders, which may be quoted to the contrary; (2) but when a Local Government is allowed discretionary powers within certain limits, it is open to the Government of India, in the exercise of its general statutory powers as controlling authority, to issue general or specific instructions as to the way in which such discretionary powers shall be exercised. Letter from the G. of I., Dept. of Edn., No. 146, 27-8-1914, commd. with G.I., Fin. Dept., No. 677-C.S.R., 14-7-1916.

The standing orders embodied in the general financial codes, such as the Civil Service Regulations, are instructions of the Government of India with reference to clause (2) above. The extent of their application should be determined by the nature of the particular ruling involved.

Chapter II.—Definitions.

Active Service.

[C.S.R.-8]

G.I. No. 2585-P., Finl., 14-5-1901.

1. Privilege leave combined with other leave counts as active service and therefore as service for the furlough with which it is combined.

G.I. No. 4683-P., F.D., 20-9-1909.

2. The period of training in Bacteriology at Netley of an Indian Medical Service officer counts as active service and should not be treated as furlough in any calculation of furlough earned and due.

G.I., F.D., Endt. No. 2076-P., 27-4-1909.

3. The service of an officer, holding no permanent appointment in the Civil Department, on the Plague Research Commission or on Plague duty is regarded as officiating service in the Civil Department for the purpose of this article.

[C.S.R.—9]

G.I. letter No. 1348, Dept. of Finance and Commerce, 20-3-1886.

1. The expression "Time passed in India out of employ on subsistence allowance" in Article 9 (ii) of the Civil Service Regulations does not include time spent under suspension adjudged as a penalty.

Average Salary.

[C.S.R.—16]

G.I. No. 936-P., F.D., 19-2-1901. G.I. No. 2217-P., F.D., 25-4-1901.

1. The extra salary of a special temporary appointment should not be taken into account in calculating half average salary under Article 16 of the Civil Service Regulations.

G.O. No. 2103, P.W.D., 28-7-1903, commd. with G.O. No. 2833, F.D., 10-8-1903.

2. This ruling does not apply to cases where the temporary appointments are, in fact, temporary additions to regular graded establishments on rates of pay recognized for those establishments, but it applies only to temporary appointments on special rates of pay.

G.I., F.D., letter No. 592-E.B., 9-6-1916. G.O. No. 355, Finl., 26-6-1916.

NOTE.—But temporary rates of pay, granted in consideration of increased work and responsibility in lieu of substantive pay plus deputation (duty) allowance will, with effect from the 9th June 1916, count for leave allowances and pension.

S. of S.'s Desp. No. 28, Fin., 28-4-1916, reproduced in G.O. No. 434, Finl., 7-8-1916.

3. For calculating the leave allowances to be granted to civil officers employed on military duty in connexion with the war who may proceed on long leave with allowances either immediately or within three years after reverting to civil employment, the average salary should, in respect of periods during which the officer affected was on military duty in India, be assumed to be what it would have been if the officer had continued to be in civil employ, calculated according to the next below rule where this is applicable. Where the next below rule is not applicable, the basis of calculation should be the pay or salary including remunerative local allowances, if any, which the officer would have drawn in the appointment on which he then had a lien.

[C.S.R.—16]

Page 2.—*Insert* the following as paragraph 4 :—

4. It has been decided that the deputation allowance for District Assistant Recruiting Officers shall be regarded as deputation duty allowance for the purpose of the Civil Service Regulations and consequently this should be taken into account for calculation of average salary.

Army Instrn. No. 1159, -10-1918.

[XVII, 9-4-20]

Page 3.—*Delete* sub-paragraph of paragraph 3 under article 16, Civil Service Regulations, and *insert* the following :—

G.I., Fin. Dept., Resn. No. 127, C. S. R., dated 6-2-1920, G.O. No. 178, Fl., 25-2-1920.

As the time spent on military duty in Europe or overseas by civil officers, military officers in permanent civil employ temporarily reverted to military duty and those serving under Civil Volunteer terms now counts towards civil leave with retrospective effect, the period of military duty spent out of India by such officers should be included in the three years in respect of which average salary is calculated, but for the purpose of calculating leave allowances, "the pay or salary last drawn on duty" and "average salary" should, in respect of the period during which they were on military duty, be as follows :—

(i) *Civil officers.*—What they would have drawn had they continued to be in civil employ, calculated according to the "next below" rule. Where that rule is not applicable, the basis of calculation should be the pay or salary including duty allowance, if any, which the officers would have drawn in the appointment on which they had a lien.

(ii) *Military officers.*—As the leave earned during the period of military employment should be calculated under article 303, Civil Service Regulations, to the same extent and subject to the same conditions as if it had been rendered before their admission to Civil Rules, the average salary also should be calculated on the same basis and on the same hypothesis, i.e., the actual salary drawn in military service should be taken into account in the calculation of the "average salary," as if it had been drawn prior to first civil employment and as if the leave had been taken within three years of such employment.

[XVII, 9-4-20]

As time spent by civil officers on military duty in Europe or overseas does not count towards leave, such periods should be excluded in arriving at the three years in respect of which the average salary is to be calculated.

[Vide also under articles 314, 315, 318 and 320.]

Continuous Service and Continuous Active Service.

[C.S.R.—22]

1. Furlough not exceeding three months combined with privilege leave for three months does not constitute an interruption of "continuous service" and "continuous active service." G.I. No. 2585-P., Finl., 14-5-1901.

2. A proposal having been made to the Government of India that subsidiary leave should be included in "continuous service", it was decided that, as the effect of the change would be small, it was not necessary to ask the Secretary of State to sanction it. G.I. No. 109, Finl., 5-4-1884.

3. Furlough for less than three months combined with study leave does not constitute an interruption of continuous service, even though the combined leave, furlough and study leave, exceeds three months. G.I. No. 7336-P., F.D., 13-12-1907.

Family.

[C.S.R.—25]

1. An officer cannot make claims in respect of travelling allowance or travelling expenses on account of more than one wife. G.I. No. 2888-Ex., F.D., 16-6-1895.

2. The definition of "family" for the purposes of Part XI of the Regulations does not recognize an adoptive-mother, a step-mother and other such adventitious dependants. G.I. No. 734-E-B., F.D., 5-2-1912.

Heads of Departments.

[C.S.R.—29-A]

The following officers are considered "Heads of Departments" for the purpose of the Civil Service Regulations and the Civil Account Code:— G.O. No. 391, Finl., 10-9-1910.

CLASS A.

Ecclesiastical Department.

(1) The Right Reverend the Lord Bishop of Madras.
(2) The Senior Chaplain, Church of Scotland.

Educational Department.

(3) The Director of Public Instruction.

Financial Department.

(4) The Accountant-General.
(5) The Commissioner of Paper Currency. G.I. No. 199-F.E., 14-2-1913. Case P.A. 1-3 of 1912-13

Judicial Department.

(6) The Honourable the Chief Justice of the High Court of Judicature.
(7) The Advocate-General.
(8) The Inspector-General of Police.
(9) The Inspector-General of Prisons.
(10) The Inspector-General of Registration.
G.O. No. 148, Finl., 24-2-1914. G.A. 47-15 of 1913-14. (11) The Administrator-General and the Official Trustee, Madras.

Marine Department.

(12) The Presidency Port Officer.
(13) The Chairman, Madras Port Trust (only so far as the administration of the Madras Port Fund is concerned).

Public Department and General.

(14) Secretaries and Joint Secretaries to Government (in respect of their office establishments).

The Chief Secretary is also the head of the department for the Government Press and the Record Office and the Revenue Secretary is the head of the department for Government Cinchona Plantations.

(15) The Surgeon-General.

Public Works Department.

(16) The Chief Engineer, Public Works Department.

Revenue Department.

(17) The Board of Revenue (all Departments).
G.O. No. 298, Finl., 10-5-1917. (18) The Director of Agriculture.

CLASS B.

Ecclesiastical Department.

(19) The Venerable the Archdeacon.

Judicial Department.

(20) District and Sessions Judges.
(21) The Chief Judge, Court of Small Causes.
(22) The Judge, City Civil Court.
(23) The Chief Presidency Magistrate.
(24) The Commissioner of Police, Madras.

G.O. No. 578, Judl., 21-4-1908. G.O. No. 442, Finl., 16-7-1912. Case P.A. 1-4 of 1912-13.

NOTE.—The Commissioner of Police will continue to exercise, without reference to the Inspector-General of Police, the powers of the head of a department and with the exception of entering into contracts for clothing or fixing the rates of payment for clothing charges and rewards, those assigned to him as the Commissioner of Police in the order and rules in force regarding contingent charges falling under the head of "Supplies and Services."

Local and Municipal Department.

(25) The Sanitary Commissioner.

Political Department.

(26) The Resident in Travancore and Cochin.

Public Works Department.

(27) Superintending Engineers.

Revenue Department.

(28) Collectors, including Collector of Customs, Madras. G.O. No. 220, Sep. Rev., 26-3-1915. Finl. Endt. No. 2260-1, 29-3-1915. Cus.15-1 of 1914-15.
(29) The Director of Industries.
(30) Conservators of Forests.

(31) Director of Survey. G.O. No. 245, Finl., 18-5-1911.

(32) The Registrar of Co-operative Societies. G.O. No. 30, Finl., 16-1-1917.

NOTE.—When an officer holds more than one office, the powers given to him in his principal office extend to the subsidiary ones also : e.g., one of the Members of the Board of Revenue is also Inam Commissioner ; the Collector of Madras is also Superintendent of Stationery and Protector of Emigrants.

The Director of Land Records is not recognized as the head of a department in Madras.

The officers mentioned in the list above may exercise all the powers allowed to heads of departments by the Civil Service Regulations and the Civil Account Code other than those which require specific delegation by the Local Government and which have not hitherto been so delegated to all heads of departments subject to the following limitations :—

(*a*) *Grant of honoraria* (*Article* 72 *of the Civil Service Regulations*).—The officers enumerated in class A may exercise this power subject to the condition that there is budget provision to meet the charge, or that the amount required can be met by a reappropriation without reference to Government.

The officers enumerated in class B should only exercise this power under the same conditions, in respect of non-gazetted officers.

(*b*) *Extension of joining time* (*Article* 180 *of the Civil Service Regulations*).—The officers enumerated in class B can exercise this power only in respect of officers whom they can themselves appoint.

(*c*) *Power to allow an officer who has been suspended pending enquiry into his conduct, and is afterwards reinstated but with forfeiture of a part of his allowances for the period of suspension, to count the period for pension* (*Article* 417 *of the Civil Service Regulations*).—The officers enumerated in class B can exercise this power only in respect of officers whom they can themselves appoint and suspend.

(*d*) *Renting of ordinary office accommodation* [*Article* 98 (*m*) *of the Civil Account Code*].—The officers enumerated in class A may exercise this power subject to condition that there is budget provision to meet the charge or that the amount required can be met by reappropriation without reference to Government. The officers

enumerated in class B can exercise this power only when specific provision has been made in the budget for the purpose.

G.O. No. 325, Finl., 1-7-1911.

1. The Superintendent, Archæological Survey, shall be treated as a head of a department for the exercise of the power of granting certificates under Article 72 (*a*) of the Civil Service Regulations.

G.O. No. 343, Finl., 29-5-1912.

2. The Superintendent, Government Museum, Madras, may exercise the powers of a head of a department for the purpose of granting certificates under Article 72 (*a*) of the Civil Service Regulations.

G.O. No. 267, Finl., 16-5-1916, Salt Case 15-1 of 1916-17.

3. Deputy Commissioners of the Salt, Abkāri and Customs Department exercise the powers of a Head of a Department for the purpose of Article 51 of the Civil Service Regulations.

G.O. No. 1711, Pub., 19-10-1916.

4. The Curator, Record Office, has been empowered to sanction exemptions from the age-limit prescribed by Article 51, Civil Service Regulations, in respect of candidates for permanent appointment in his office.

Lien on Appointment.

[C.S.R.—31]

M.G. No. 685, Pub., 14-8-1895.

1. No officer shall retain a lien on more than one acting appointment, including that in which he is, for the time being, officiating, unless in case of his appointment to act in a privilege leave vacancy.

[C.S.R. 32]

G.I., F.D., letter No. 394-E.B., 29-3-1915. G.I., F.D., letter No. 228-C.S.R., 10-3-1916. G.O. No. 255, Financial, 8-5-1916. G.I., F.D. letter No. 592-E.B., 9-6-1916. G.O. No. 355, Financial, 26-6-1916.

1. The term "*Local Allowance*" has been defined in Article 32 of the Civil Service Regulations to be an allowance given in addition to pay or salary either for duties which do not properly belong to an officer's office, or in consideration of exceptional local circumstances such as the unhealthiness or expensiveness of the locality or duty, or the specially arduous nature of the work. The term "*Remunerative Local Allowance*" or "*Duty Allowance*" will be used to describe the local allowances which are granted in consideration of increased work or responsibility, while those which are given to meet expensiveness of living or other special circumstances, which do not affect the character of an officer's work, will be termed "*Compensatory Local Allowance*" or "*Local Allowance*". In the case of allowances granted *partly* on account of extra work or responsibility and *partly* on account of local considerations, it should be decided whether the grant has been *mainly* for the one purpose or the other and the allowance should be classed accordingly, all doubtful cases being referred to the Government of India.

2. "*Remunerative Local Allowances*" or "*Duty Allowances*" will count for leave allowances and pension. A list of such allowances drawn by officers in this Presidency is given in Appendix C to this Supplement. These allowances may be drawn by an officer on privilege leave also subject to the general rules which govern the grant of privilege leave salary. The test to be applied is whether the officer while on such leave retains a "*duty lien*" upon the appointment to which the "*duty allowance*" has been attached. For example, where "*duty allowance*" is attached to a particular appointment and the officer holding the appointment ceases to perform the duties thereof in order to take privilege leave, he will not be entitled to the allowance unless the

Local Government is prepared to allow him to retain a lien on the appointment during his privilege leave.

3. The grant of the allowance during privilege leave is not subject to the restrictions in Article 267 of the Civil Service Regulations.

Military Officers.

[C.S.R.—35]

1. A military officer transferred from the Civil or the Military Department to Foreign Service of the first kind remains under the leave rules to which he was subject before his transfer. G.I. No. 454, H.D., Med., 29-6-1895, in G.O. No. 471, Pub., 18-7-1895.

Medical Officer without Substantive Appointment.

2. A commissioned medical officer in civil employ, who, while on long leave in Europe, has lost a lien on his substantive appointment under the operation of Article 211 (*b*) of the Civil Service Regulations, continues subject to the civil leave rules notwithstanding that on return from leave he is not posted to a substantive appointment in the Civil Department. G.I. letter No. 5181-P., Finl., 16-12-1896.

Medical Officers—Supernumerary.

3. Period spent on drill duty with their regiments by members of the Army Reserve withdrawn from their Civil duties as well as the time spent by them in journeying between their station and the place of training may be treated as duty qualifying for leave under the Civil rules. G.I., Finl., No. 191-P., 14-1-1897.

"Permanent Civil Employ."

4. The period during which an officer of the Indian Medical Service is retained as a supernumerary in the Civil Department under the orders contained in Resolution in the Home Department, Nos. 14-M-760-772, dated 12th December 1894, counts as continuous service in the Civil Department for the purpose of rule (1) under Article 35 (*a*), Civil Service Regulations. G.I. No. 4167-P., Finl., 30-9-1896.

5. Temporary revisions to military duty *in consequence of field operations* should not operate as a break cancelling past officiating service for the purposes of rule 1, Article 35 of the Civil Service Regulations. G.I. No. 4471-D., Military Dept., 16-7-1900, commd. with G.I. No. 4072-P., F.D., 11-8-1900.

6. Study leave granted to an officer of the Indian Medical Service officiating in civil employ shall not operate as a break within the meaning of rule 1 to Article 35, but it is not to count towards the three years' continuous officiating service necessary to entitle an officer to be treated for the purposes of the leave rules as in permanent civil employ. G.I., No. 4043-P., F.D., 30-6-1907.

7. The period of transit of a Military officer from the Military Department to the Civil Department should be treated as part of the three years' continuous officiating service referred to in rule 1, Article 35, Civil Service Regulations. G.I., F.D., No. 4043-P., 30-6-1907.

8. A Military officer appointed provisionally under Article 89, Civil Service Regulations, is in permanent civil employ from the date of such provisional appointment and becomes subject to Civil leave rules from that date. G.I., F.D., No. 4043-P., 30-6-1907.

[C.S.R.—35 (a), Rule (5)]

Appointment of Limited Tenure.

G.I. No. 3639-P., Fin., 6-9-1892, commg. G.I. No. 204, H.D., Sany., 31-8-1892.

1. The test whether rule 5 to Article 35, clause (*a*), applies to an appointment of limited tenure is whether the officer holding the appointment would or would not revert to military duty at the end of the period to which the tenure is limited. This rule does not apply to the Sanitary Commissioner as he would ordinarily, on the completion of his tenure, be provided for in some other civil appointment and not revert to military duty.

G.I. No. 159, Home Dept., 12-6-1895.

2. Substantive *pro tempore* service in a tenure appointment followed, without interruption by confirmation, is included in the term of tenure.

G.I., F.D., No. 3151-P., 11-6-1902.

3. If an officer in temporary civil employ is appointed to one of the tenure appointments, he is not debarred from coming under the Civil rules by reason of his being substantively appointed to it (C.S.R. 35, note 5), and counts the period of his service in such appointment as officiating service for the purposes of rule 1 to Article 35, Civil Service Regulations.

[C.S.R.—37]

G.I., Edn. Dept., Cr. letter No. 1299-1310, 19-8-1914, commd. with G.I. No. 1298-E.B., 9-9-1914. Case T.M. 23-20 of 1914-15.

1. For the purposes of Government scholarships tenable in England by natives of India, the term "Native of India" is not to be interpreted as excluding a person, who though born in a Native State or temporarily residing in a Native State is domiciled in British India.

[C.S.R.—38]

G.I. No. 4238, F.O. and A., F.D., 25-8-1909. G.O. No. 95, Finl., 7-3-1910.

1. Local allowances granted for expensiveness of living, and other allowances, such as house-rent or sumptuary allowances, granted to meet specific expenditure, are not included in "salary" for the purposes of section 60 (I) (i) of the Civil Procedure Code (Act V of 1908), and should therefore be treated as exempt from attachment by a Civil Court.

2. The maximum salary attachable by a Civil Court is the salary earned and not what remains after satisfying any debts due to Government on account of advances taken under rule.

[C.S.R.—38, Rule (1)]

G.I. No. 5017, C.S.R., F.D., 15-8-1911.

1. Personal allowance should not be taken into account in calculating the deputation allowance admissible under Article 81, Civil Service Regulations, although the personal allowance may not be subject to reduction by increments of salary as they accrue in the ordinary course and may accordingly be drawn by an officer, while on deputation, in addition to any deputation allowance granted.

[C.S.R.—38, Rule (3)]

C.-G.'s No. 1062-A and A 431-15, 26-10-1915.

Exchange compensation allowance is admissible on remunerative deputation allowance but not on remunerative local allowance.

[C.S.R.—44]

G.I. No. 250-S.R., Finl. and Com., 21-1-1898.

1. Cabs, carts and horses are not regarded as public conveyances for the purposes of the travelling allowance rules.

2. The following is a list of public conveyances in the Madras Presidency.

List of public conveyances of the nature defined in Article 44 of the Civil Service Regulations in use for travelling by road, river or canal.

District.	Nature of public conveyances.	Between what places plying.	Number and date of Collector's letter.
Ganjām ...	Motor-bus ...	Berhampur and Russsellkonda	R.G.B. 252-Ac., dated 15th April 1916.
Vizagapatam.	No pubic conveyance.	... ..	1362-Accts., dated 18th December 1906.
Gōdāvari ...	Boats	(1) Dowleshwaram and Cocanada. (2) Do. and Samalkot. (3) Do. and Kottapalle. (4) Do. and Ramachandrapuram. (5) Cocanada and Kottapalle ... (6) Cocanada and Angara and Mandapeta via Ramachandrapuram. (7) Rajahmundry and Amalapuram. (8) Do. and Mukteswaram. (9) Do. and Tatipaka.	D. Dis. No. 1798-Acct., dated 21st December 1906.
	Dinghy boats...	(10) Do. and Polavaram.	D. Dis. No. 740-Acct., dated 20th July 1908.
Kistna ...	Boats	(1) Nidadavolu and Marteru (Palcole). (2) Nidadavolu and Tanuku ... (3) Tanuku and Bhimavaram ...	Dis. No. 227-D. Accts., dated 13th March 1907.
	Radhari boats ..	(4) Plying in the Masulipatam, Pulleru and Polrazu canals.	Dis. No. 782-Acct., dated 30th June 1908.
Guntūr ...	Motor-cars ...	Narasaraopet, Gurazala, Macherla and Chilakalurpet.	R.C. No. 3415 Acct., dated 17th Mar. 1907.
Nellore ...	......	No public conveyances	No. 916-Acct., dated 28th March 1907.
Cuddapah ...	......	Do.	No. 4228-D., Rev., dated 23rd December 1906.
Anantapur ...	Jutkas ...	Guntakal and Uravakonda, Hindupur and Madakasira.	D. Dis. No. 1345-Acct., dated 26th September 1917.
Bellary ...	......	No public conveyances	D. Dis. No. 66 Acct., dated 20th January 1907.
Kurnool ...	Horse jutkas ...	(1) Kurnool Town and Kurnool Railway station. (2) Kurnool Town and Alinakur via Nandikotkur. (3) Kurnool Town and Kodumur ... (4) Nandikotkur and Atmakur ...	D. Dis No. 3134, dated 1st September 1917, from Collector of Kurnool.
	Bullock carts...	(1) Markapur Railway station and Markapur Town.	

List of public conveyances of the nature defined in Article 44 of the Civil Service Regulations in use for travelling by road, river or canal—cont.

District.	Nature of public conveyances.	Between what places plying.	Number and date of Collector's letter.
Madras ...	Tram-cars ...	(1) Rayapuram and Barber's Bridge, through Triplicane. (2) Rayapuram and Egmore .. (3) Rayapuram and Mylapore, through Royapettah. (4) Central Station and Elephant Gate Police Station. (5) Pachiyappa's College and Pursewalkam. (6) China Bazaar Road (Popham's Broadway) and Washermanpetta.	Dis. No. 42-R., dated 23rd January 1907.
Chingleput...	Jutkas... ...	(1) Conjeeveram and Kaveripakkam. (2) Do. and Tiruvottiyur (Arcot taluk). (3) Chingleput and Uttiramallur ...	Dis. No. 41-D-Acct., dated 12th January 1907.
North Arcot.	Jutkas ...	(1) Vellore and Katpadi ... ... (2) Gudiyattam Railway Station and Gudiyattam Town. (3) Mailpatti Railway Station and Pernambat. (4) Wallajah Railway Station and Wallajahnagar.	Dis. No. 706-D-Eng., dated 23rd May 1907.
		(5) Arni and Arni Railway Station.	Dis. No. 3861, dated 22nd November 1912.
Chittoor ...	Jutkas and bullock carts.	Chittoor and Palmaner. Madanapalle Road Railway Station, and Madanapalle Town.	1585 A.D./4, dated 26th August 1914.
South Arcot..	Horse-transit...	Mannargudi and Chidambaram ...	Ref. on 722-A/3, dated 14th May 1913.
	Jutkas ...	Chidambaram and Vriddhachalam..	Genl. Cur. No. 817, dated 10th February 1914.
	Do. ...	Tindivanam and Gingee	T.D.C.'S No. 1833/A.S., dated 11th October 1915.
	Motor service.	Cuddalore and Pondicherry first class As. 10 second class As. 6. The bus plies regularly.	Collector's reply dated 5th January 1917, to A.C.V. No. 14, dated 21st December 1916.
Tanjore ...	Jutkas ...	Tanjore and Pudukkottai via Ghandarvakottai.	D. Dis. No. 961-Rev., dated 7th March 1907.
Trichinopoly.	Horse jutkas and bullock carts.	(1) Trichinopoly and Pudukkottai.	D. Dis. No. 20, dated 5th January 1907.
	Horse jutkas ...	(2) Tiruvanikaval and Perambalur.	
	Horse jutkas and bullock carts.	(3) Do. and Turaiyur ...	
	Horse jutkas ...	(4) Do. and Ariyalur ...	

No. VI.

Page 10.—*Add* the following against Tanjore under
[C.S.R.—44]

Motor service.	Tanjore and Pattukkottai	D. Dis. A/Rev. of 1919, dated 6th February 1919.
Do.	Tanjore and Gandarvakottai ...	

[VI, 6-4-19]

No. IV.

Page 11, *Civil Service Regulations* 44.—*Add* the following to the list of public conveyances against Tinnevelly district :—

Tinnevelly ...	Motor bus ...	Kovilpatti and Sankaranayinarkoyil.	Letter, dated 23rd Jan. 1919, from the District Magistrate, Tinnevelly.

[IV, 8-2-19]

List of public conveyances of the nature defined in Article 44 of the Civil Service Regulations in use for travelling by road, river or canal—cont.

District.	Nature of public conveyances.	Between what places plying.	Number and date of Collector's letter.
Trichinopoly—*cont.*	Horse jutkas ...	(5) Musiri and Turaiyur ...	D. Dis. No. 2181-Try., dated 18th December 1914. Case T.M-24-2 of 1914–15.
	Do. ...	(6) Tanjore and Tirumanur ...	
	Do. ...	(7) Tirumanur and Ariyalur ...	
	Horse jutkas and bullock carriages.	(8) Trichinopoly and Ariyalur ...	
Madura ...	Horse jutkas ...	(1) Vedasandur and Dindigul ..	D. Dis. No. 148-Acct., dated 8th February 1907.
	Single horse transits. Double horse transits (tonga).	(2) Palni and Dindigul	
	Single horse transits.	(3) Palni and Udamalpet	
	Horse and bullock transits.	(4) Periyakulam and Ammayanaikanur.	
		(5) Do. and foot of Kodaikanals.	
	Bullock transits.	(6) Do. and Cumbam ...	
		(7) Do. and Bodinayakkanur.	
		(8) Uttamapalaiyam and Usilampatti via Theni.	
		(9) Tirumangalam and Usilampatti and Bōdinayakanur.	
		(10) Madura and Theni via Usilampatti.	
		(11) Madura and Aruppukkottai ...	
	Motor-car ...	Madura and Melur (17 miles) ...	D. Dis. No. 437-Acct., dated 25th April 1913.
Tinnevelly ...	Transit carriages.	(1) Tinnevelly and Sankaranayinarkoyil.	D. Dis. No. 214-Eng., dated 15th February 1907.
		(2) Tinnevelly and Trivandrum via Nanguneri.	
	Do.	(3) Tinnevelly Bridge and Panagudi (on Palamcottah-Travancore Road).	D. Dis. No. 776-Eng., dated 11th May 1913.
	Motor-car ...	(4) Tinnevelly Bridge and Trichendur.	D. Dis. No. 417-Eng., dated 25th March 1913.
Ramnad ...	Motor-cars ...	(1) Karaikudi and Tiruppattur ...	D. Dis No. 3632, Rev., dated 23rd September 1913.
		(2) Tiruppattur and Madura ...	T.M. 24-5 of 1913–14.
		(3) Manamadura and Sivaganga ...	Collector's letter R.O.C. No. 774-Gl., dated 6th March 1917.
Coimbatore.	Transits ...	(1) Maddur and Kollegal	D. Dis. No. 837-Acct., dated 18th December 1906.
		(2) Coimbatore and Pollachi and thence to Udamalpet.	
		(3) Erode and Gobichettipalaiyam.	
		(4) Coimbatore and Annur and thence to Satyamangalam.	

List of public conveyances of the nature defined in Article 44 *of the Civil Service Regulations in use for travelling by road, river or canal*—cont.

District.	Nature of public conveyances.	Between what places plying.	Number and date of Collector's letter.
Coimbatore—*cont.*	Jutka carrying mail on contract with the Postal Department.	(5) Tiruppur and Dharapuram ...	D. Dis. No. 128-Rev., dated 12th January 1907.
	Mail jutka ...	(6) Gobichettipalaiyam and Satyamangalam.	D. Dis. No. 1423 (a) Rev., dated 7th July 1914.
Nilgiris ...	......	......	D. Dis. No. 1980, dated 31st December 1906.
Salem ...	Jutkas... ...	(1) Salem and Attur, through Valappadi.	Dis. No. 107-Acct., dated 4th February 1907.
		(2) Namakkal and Sankari, through Tiruchengodu.	
		(3) Hosur and Malur, through Bangalore.	
		(4) Hosur and Denkanikota, through Mattigiri.	
		(5) Hosur and Bangalore, through Zuzuvadi.	
		(6) Morappur and Harur	
		(7) Dharmapuri and Palacode ...	T.D.C. No. 741-Acct., dated 7th May 1910.
Malabar ...	Two motor buses.	(1) Tellicherry to Tritti ...	R.O.C. No. 34 C. & S., dated 20th April 1917.
	One motor bus.	(2) Calicut to Puduppadi	
	Do.	(3) Palghat to Thathamangalam via Chittur in Cochin State.	
	Three motor boats.	(4) Ponnani to Tirur	
	One launch ...	(5) Cochin to Alleppey (night service).	
	Two launches...	(6) Day service	
	One launch ...	(7) Cochin to Kottapuram (near Cranganore).	
	Two launches...	(8) Cochin to Ernaculam	
	......	No public conveyances	Dis. No. 35-Acct. dated 18th January 1907.
South Kanara ...	One motor bus	(1) Mangalore and Udipi ...	Dis. No. 91-Acct., dated 17th March 1917.
		(2) Mangalore and Buntwal ...	
		(3) Mangalore and Puttur	
		(4) Udipi and Coondapoor ...	
	Two horse transits.	(1) Mangalore and Udipi	
		(2) Udipi and Coondapoor ...	
		(3) Udipi and Karkal	
		(4) Mangalore and Buntwal ...	
		(5) Mangalore and Puttur	
		(6) Buntwal and Beltangadi ...	
Travancore.	Motor bus ...	Trivandram and Quilon	R.O.C. No. 118/A, dated 18th March 1917, from Resident in Travancore and Cochin.

Collectors should communicate to the audit office any changes necessary in the list from time to time as they occur.

PART II.—RULES REGARDING PAY AND ALLOWANCES.

Chapter III.—General Rules for regulating Allowances.

Conditions of Age and Health.

[C.S.R.—49]

1. Under G.O. No. 108, Financial, dated the 27th January 1892, except in the case of sweepers and similar menial servants whose service is not pensionable, and pensioned sepoys, *certificates of age and health* are invariably required, whenever a person is appointed for the first time to any substantive post under Government, whether in superior or in inferior service. All candidates for employment in every branch of service, whether permanent or temporary, superior or inferior, except sweepers and similar menial servants, and military pensioners must produce certificates to the effect that they have been vaccinated, re-vaccinated or have had small-pox, as the case may be, and such certificates should be attached to the bills in which salary is first drawn for them.

2. Government servants when sent to a Medical officer for examination should be furnished with a letter and a descriptive roll in the form prescribed in M.G. No. 998, Public, dated 6th September 1899. M.G. No. 998, Pub., 6-9-1899.

3. As the certificate of general health required from candidates for admission into Government Training Institutions—the College of Engineering, etc.—is no guarantee that the students will be fit for the public service at the end of the course which they undergo, the medical certificate of fitness for the public service required by this article should always be produced by such persons before their appointment to Government service. G.O. No. 794, Pub., 25-6-1897.

4. In the case of candidates from England seeking service in India under Government, candidates should be required to declare in the form of application for employment, whether they have at any time been pronounced unfit for Government employment by the Medical Board at the India Office or any other duly constituted medical authority. C G.'s No. 2156 E/15, 25-11-1915, commg. G. of I., Home Dept., No. 1096-1106, 28-10-1915. G.O. No. 1661, Pub., 19-11-1915. G.A. 47-19 of 1915-16.

5. Every person selected for the post of Advocate-General, whether he is resident in India or England at the time of his nomination, should be medically examined as to his physical fitness for service in India before appointment. G.I. No. 1075. C.S.R, 1-11-1916, commg. S. of S.'s Desp. No. 123, Pub., 4-8-1916 and G.O. No. 262, Home, 27-11-1916.

The same procedure is to be followed with regard to High Court Judges, including members of the Civil Service of India.

[C.S.R.—50]

G.I. No. 4757-P., F.D., 6-8-1903.

1. The production of a medical certificate is necessary in the case of an officer promoted from non-qualifying superior service paid from a Local Fund to a post in superior Government service.

G.I. No. 3070-P., F.D., 28-5-1903.

2. The term "Inferior service" as used in paragraph 2 of Article 50 of the Civil Service Regulations, 5th edition, should be understood in a comprehensive sense exempting all members of menial establishments from the production of a medical certificate on their appointment to a pensionable post in superior service whether their inferior service was qualifying or not.

D.A.-G.'s order, 25-8-1913, on Ramnad Collector's letter No. 2047-Gl., 30-7-1913.

3. Commissioned medical officers holding presidency appointments or in medical charge of districts or civil stations and uncovenanted officers holding appointments as district medical and sanitary officers, are, with the exceptions noted below, alone authorized to grant *certificates of physical fitness for the public service*. Such certificates are not to be granted by assistant surgeons unless when in independent medical charge of a district, nor by warrant medical officers, civil apothecaries or hospital assistants except to persons proposed to be appointed to posts carrying less than Rs. 50 a month who cannot conveniently appear before a commissioned medical officer or a district medical and sanitary officer. [Paragraph 509 (ii) of the Civil Medical Code.]

[C.S.R.—51]

G.I. No. 7220-112, Com. & Ind., 12-10-10, commd. with G.I. No. 5732, F.D., 28-10-10; G.O. No. 1005, Pub., 26-10-10.

1. In the case of permanent employment in the technical branches of the Press, the Superintendent, Government Press, Madras, is empowered to exempt men up to 30 years of age from the operation of Article 51 of the Civil Service Regulations.

G.O. No. 267, Finl., 16-5-1916. Salt. Case 15-1 of 1916-17.

2. Deputy Commissioners of the Salt, Abkāri and Customs Department are considered "Heads of Departments" for the purpose of Article 51, Civil Service Regulations.

G.O. No. 1711, Pub., 19-10-1916.

3. The Curator of the Madras Record Office has been empowered to sanction exemptions from the age limits prescribed by Article 51 of the Civil Service Regulations in respect of candidates for permanent appointment in his office.

G.O. No. 546, Pub., 3-5-1917.

NOTE.—In applying the limit of age prescribed by this article heads of departments should exclude from a candidate's age any period during which he may have actually served as a volunteer in the Indian Defence Force whether for the purpose of preliminary training or when called up for service.

Date of reckoning Allowances.

[C.S.R.—52]

G.I. No. 2041, Finl., 13-5-1893.

1. In the case of permanent appointments, substantive promotion should be given from the date on which each officer in the chain of appointments assumes charge of his office, irrespective of the fact that the officer whom he succeeds may be in transit at the time.

G.I. No. 2152, H.D., Med., 22-11-1900, commd. with G.I. No. 6005-P., F.D., 4-12-1900.

2. All classes of medical men who are engaged, or re-engaged, temporarily for service under Government, whether on plague, famine, cholera or any other duty, may be allowed pay and allowances from the date on which they leave the station at which they were residing when engaged, or re-engaged, instead of from the date of

taking over charge of their duties as required by Article 52 (*a*) of the Civil Service Regulations, provided that such officers, previous to engagement, or re-engagement, depended on private practice for the greater part of their income, and reached their places of employment within a reasonable time.

3. Promotion which involves a change of duties, e.g., Sub-Collector and Joint Magistrate acting as a Collector and District Magistrate, together with the consequent chain of grade promotions not involving a change of duties, e.g., in the grades of Sub-Collector shall take effect from the date upon which the officer, whose duties undergo a change, assumes charge of the higher appointment. Promotions which do not involve a change of duties, e.g., a second-grade Collector, acting as first-grade Collector, shall have effect from the date of the vacancy which occasions the promotion. This rule applies to all departments. G.O. No. 41, Finl. 16-1-1908.

[C.S.R.—52 (c)]

1. Government have ordered that sub-assistant surgeon pupils may draw pay as sub-assistant surgeons, from the 1st April following their final qualifying examination, and that, if in any year the examination does not end until after the 1st of April, the sub-assistant surgeon should be allowed to count service and draw pay only from the date following that on which the examination ends. The Government have also ordered that, subject to the orders of the Surgeon-General restricting the leave in the individual cases according as administrative convenience may require, a maximum of five weeks' leave may be granted to such pupils from the said 1st April. G.O. No. 1148, Pub., 16-9-1912.

2. Students of the Imperial Forest College, Dehra Dun, who hold no substantive appointment should, from the date of their Dehra Dun certificates, discontinue to draw their stipend and should draw no pay until they are actually given a substantive appointment which should take effect from the date on which the student ceased to draw his stipend. G.O. Mis. No. 3802 Rev., 21-12-1912.

Charge of Office.

[C.S.R.—53]

Special Recorded Reasons.

1. Articles 53 and 997 do not impose on the Local Government any obligation for communicating the grounds of the order to the Audit officer, but a statement of the reasons should appear on the Proceedings of the Local Government. G.I. No. 4599-P., 29-10-1896.

2. It is the intention of the rule contained in this article that the reasons for allowing transfer of charge elsewhere than at headquarters should be of a public nature. D.O. from the G.I., Finl., 11-3-1902.

3. Charge of an office should in no case be assumed on a Sunday unless such a course is, under the terms of Article 220 of the Civil Service Regulations, absolutely necessary. G.O. Nos. 722, 723, Finl., 23-9-1895.

[C.S.R. 53—Rule 3 (a)]

The concession allowed by rule 3 (*a*) under this article is applicable to District and Sessions Judges and others mentioned therein also in cases in which for urgent reasons the leave is granted during vacation, the report required by the rule being made as soon as the leave is granted. G.I. No. 1357-C.S.R., Finl., 22-12-1915. G.A. 47-20 of 1915-16.

[C.S.R.—56]

G.I., F.D., No. 4858-P., 2-9-1905.

Subsistence allowances for the period spent out of India including the period spent on boardship paid to a police officer sent to England to escort an arrested criminal to India are not within the powers of sanction of the Local Government.

[C.S.R.—57]

G.I. No. 2495-F.O. A., 17-5-1910.

1. The sanction of the Local Government is not necessary to the journey of an officer who is summoned to a place outside his province by a Court of Law to give evidence.

Letter from Govt. of India, Ecol. Dept., No. 137, 26-4-1892, commd. in letter from Acctt.-Genl., Bombay, 23-12-1909.

2. Article 57 of the Civil Service Regulations is not intended to clash in any way with the right of the Metropolitan to summon the Bishop to Calcutta, but sanction under that article is required before the Bishop can draw the allowance for the tour under Article 1149, Civil Service Regulations.

G.I., F.D., No. 166-C.S.R., 9-2-1915. G.A. No. 47-8 of 1914-15.

3. The officers of the Ramnad district are authorized by the Government of India to proceed *on duty* to Ceylon.

G.I. No. 6553-C.S.R., F.D., 1-12-1910.

4. The Local Government may accord a general sanction allowing an officer to proceed to a station beyond his jurisdiction in cases where his duty requires him to proceed to that station frequently, the controlling officer's countersignature of his travelling allowance bills being taken to be proof of his journeys to the place being necessitated by official requirements.

G.O. No. 606, Edl., 29-9-1878.

5. The schools in Coorg and in the Civil and Military station of Bangalore are under the control of the Director of Public Instruction, Madras.

G.O. No. 187, Home, 29-9-1916. Case G.A. No. 45-5 of 1916-17.

6. The Civil and Military station of Bangalore is included within the southern circle for archæological purposes. Halts at the station are admissible only for bona fide archæological or epigraphical works and may not ordinarily be made for such purposes as office work, cashing bills, etc.

G.O. No. 309, Pol., 15-7-1916.

7. The Registrar of Co-operative Societies will arrange for an annual visit to selected co-operative societies in the Puducottah State to be made either by himself or by the Assistant Registrar, Central Circle.

G.O. No. 51, Rev., 6-1-1913.

8. The Principal, Madras Veterinary College, will be deputed every year to take part in the conduct of the examinations at the Bombay Veterinary College.

G.O. No. 180-C., 30-11-1916, commd. with Finl. Dept. No. 1209-C.S.R., 14-12-1916; G.O. No. 94, Finl., 15-2-1917.

9. The power vested in the Local Government has been delegated to the Inspector-General of Police, Deputy Inspectors-General of Police and the Commissioner of Police in the Presidency Town.

G.O. No. 645, Finl., 18-10-1915, and G.O. No. 763, Finl., 29-11-1915.

10. All classes of Police officers, not above the rank of Assistant Sperintendent of Police, are authorized to proceed to any part of British India or to any Foreign State or settlement adjoining the

jurisdiction of the Madras Government for the purpose of performing any of the following duties :—

(1) Attendance on the Viceroy or a Governor.

(2) Arrest of offenders.

(3) Prevention and detection of crime.

(4) Escort of treasure, European vagrants, prisoners or lunatics.

(5) Surveillance of suspected persons.

The controlling officer's countersignature of the travelling allowance bills will, in such cases, be taken as proof of the journeys having been necessitated by official requirements.

11. The Excise Inspector of Railways and his staff are authorized to proceed to any part of British India or to any Foreign State or Settlement adjoining the jurisdiction of the Madras Government for the purposes of investigating cases of smuggling of opium, ganja, cocaine, etc. G.O. No. 296, Finl., 26-5-1916.

The countersignature by the Board of Revenue of the travelling allowance bills will be taken as proof of the journeys having been necessitated by official requirements.

[C.S.R.—58]

1. The sanction of the head of the department is required for journeys beyond jurisdiction made by officers for whom no controlling officer has been declared under Article 1159, Civil Service Regulations. G.I. No. 834-E.B., F.D., 19-11-1912.

2. The Conservator of Forests, Western Circle, is authorized to make journeys to Mysore and Nanjangod and back and halt there, whenever necessary, on duty connected with his department, such as timber sales, etc. B.P. Forest No. 104, Mis., 1-3-16. G.A. 45-27 of 1915-16.

Promotion during leave.

[C.S.R.—60]

1. The Government of India have ruled that clause 2 of Article 60 of the Civil Service Regulations does not cover the case of an officer transferred during privilege leave to an appointment in the regular line from a special or localised appointment. An officer holding such an appointment if reverted to his place in the regular line on proceeding on combined leave is entitled during the privilege leave portion of the combined leave to leave allowance equal to the pay of the appointment in the regular line to which he is posted. G.I. No. 2027-P., Finl., 12-4-1906.

2. If during the currency of his furlough an officer of the Civil Veterinary Department completes one of the periods of service required to entitle him to an increased rate of salary, his furlough allowance will be proportionately increased at once. G.I. No. 289-P., Finl. Dept., 22-1-1896, received with letter from C.I.T. No. G.A. 970, 12-6-1908.

N.B.—This rule will not apply to officers recruited under the new rules.

Salaries of Natives of India.

[C.S.R.—63]

1. The rule laid down in article 63 applies to the allowances to be drawn by a Native of India temporarily acting in, or in charge of an appointment actually or usually filled by a member of the Indian G.I. No. 3092-P., Finl., 19-7-1893.

Civil Service, or of the Staff Corps, or by nomination in England, or otherwise, with the specific approval of the Secretary of State; and the salary of a Native, when holding such an appointment temporarily, should be his substantive pay, *plus* acting or charge allowance, calculated on 64 per cent of the pay which a European officer would receive.

G.I. No. 657, H.D., 11-9-1897.

2. The minimum acting allowance of Rs. 200 a month admissible under Article 105 (ii) and Note 3 thereunder to members of the Provincial Service, who are Natives of India, officiating in listed posts is not subject to reduction under Article 63.

G.I. No. 3972-P., Finl., 7-8-1904.

3. The charge allowance of Rs. 100 prescribed in Article 161 is payable in full to a Native of India holding charge of an appointment reserved for members of the Indian Civil Service and is not subject to the rule in article 63.

S. of S.'s Desp. No. 60, Pub., 7-3-1913, commd with G.I., F.D., No. 324, C.S.R., 28-4-1913.

4. If in any case the salary admissible under this article to a native of India officiating in a post usually filled by a member of the Indian Civil Service is less than the pay of his substantive appointment, the officer may be allowed to draw with the sanction of the Government of India, the pay of his substantive appointment *plus* 64 per cent of the acting allowance admissible to a member of the Indian Civil Service.

[C.S.R.—63, Note 2]

G.I. No. 474, H.D., 9-5-1907.

1. This note does not apply to local allowance attached to an appointment of Superintendent of Police in which a Deputy Superintendent may be acting.

Advances and their Recovery.

[C.S.R.—64]

G.I. No. 5301-A., 11-12-1897.

1. The recovey of advances of salary should not be affected by the fact of an officer going on leave. It is however open to the Local Government to order a reduction in any case in which it deems it right to do so.

[C.S.R.—64-(*a*)]

G.I. No. 889-G.I., P.W.D., 15-3-1894, commd. in G.I. No. 1499-P., Finl., 24-3-1894.

1. An officer on furlough out of India who returns to India to spend the balance of his furlough is not entitled to an advance of pay.

Para. 5 of G.I. No. 724, F.D., 8-2-1878, commd. in M.G. No. 640, Rev., 2-5-1878.

2. Article 64 of the Civil Service Regulations allowing advances on first arrival in India does not apply to newly appointed Junior Civilians.

[C.S.R.—64—66]

C.-G.'s No. 615, 26-6-1901.

1. Advances made to officers on furlough in England under Articles 64 (*a*) and 66 of the Civil Service Regulations should be recovered by instalments of one-third of salary, beginning with the bill in which salary is drawn for a full month. Further advances made at the port of arrival should be recoverd in similar instalments after the recovery of the advance made by the India Office has been effected.

2. Adjustments of sums over paid in England, i.e., not actually advances under the articles quoted, should be recovered from the first bill presented by the officer on his return to duty.

3. If an officer applies for reduction of instalments he should be referred by the account officer to the Local Government, with an intimation that its decision will be accepted.

Transfer on Duty.

[C.S.R.—67]

Last Pay Certificate.

1. The first paragraph of the last pay certificate prescribed by Article 67, Civil Service Regulations, can be filled in by the Treasury Officer in the case of gazetted officers, because he keeps a register of gazetted officers' salaries under Article 309, rule 3, Civil Account Code. But in the case of a non-gazetted officer to whom the privilege of drawing bills has been entrusted, the Treasury Officer has no such source of information, and the first paragraph of the last pay certificate must therefore be signed by the relieving officer who has access to the acquittance rolls, and other office records, in which it is to be presumed the required particulars are recorded. The Treasury Officer will sign only the last paragraph—that relating to recoveries. A.-G.'s memo. No. 4, 17-2-1899.

2. Last pay certificates granted to non-gazetted officers transferred from one Province or Circle of Audit to another, need not be countersigned by the Accountant-General of the Circle of Audit from which the transfer is made. C.-G.'s letter No 1368, 30-9-101, to the A.-G., P.W.D., commd. under C.-G.'s Endt. No. 1639, 30-9-1901.

Pay of officers undergoing training or instruction.

[C.S.R.—68-A]

For rules regarding salary of officers under training see Appendix D.

Chapter IV.—Additions to Salary and Deputation.

Increase of Salary.

[C.S.R.—70 & 76 (i)]

S. of S.'s Desp. No. 63, Rev., 6-5-1904, commd. with G.I. No. 3802-Ex., Fin. and Com., 18-6-1904.

1. The Government of India is authorized to sanction for European gardeners of the European Gardener's service, the rules applicable to which service were sanctioned in the Secretary of State's Despatch No. 53, Revenue, dated 23rd May 1895, local allowances not exceeding Rs. 100 per mensem, in the aggregate, for any particular appointment irrespective of the limit of Rs. 9,000 prescribed in Article 70 of the Civil Service Regulations. Local Governments are authorized to grant similar allowances up to a limit of Rs. 50 per mensem irrespective of the limit of Rs. 250 a month laid down in Article 76 (1) of the Civil Service Regulations.

Additions to Salary.

[C.S.R.—71]

G.I. letter No. 4948-Ex., F.D., 6-10-1900.

1. Usually, it is objectionable to give Government officials either additional allowance, from foreign sources, or work which requires payment of such allowances. Such a course is justifiable only in exceptional and casual cases; and in such cases the Local Government can sanction an allowance, subject to a total limit of remuneration of Rs. 800 a month. When an officer's work is regularly shared by Government and a local body, there is no objection to both parties contributing towards his salary; but it is undesirable that an officer, who is fully paid by Government, should be allowed to add to that pay by receiving recurring allowances from a local body.

G.O. No. 572, Finl., 4-9-1905

2. The grant to members of permanent establishments in Government offices of any portion of the fees collected for the purpose of preparing and examining copies of documents granted to private parties is contrary to the principles contained in Article 71 (*a*) of the Civil Service Regulations and should not be permitted.

G.O. No. 377, Finl., 6-6-1905.

Exception.—(1) The monegar, the clerk and the peons of the Amindivi Islands are allowed to receive the fees collected for the preparation and examination of copies of documents granted to private parties in the islands.

G.O. No. 2269, Rev., 28-8-1900.

(2) The members of the Deputy Tahsildar's office, Yercaud, are allowed to do copying work and to receive the remuneration admissible under the rules.

[C.S.R.—72]

G.O. No. 298, Finl., 10-5-1917.

1. The Director of Agriculture is empowered to exercise the power to sanction honoraria under this article.

Fees for assisting at Examinations.

1. Government considers it unbecoming for any officer of the Indian Civil Service to appear as a *paid* examiner at a school examination in the district in which he is employed. G.O. No. 603, Pub., 19-5-1897.

2. It is not desirable that Judges of the High Court should undertake, for remuneration, work in addition to their duties as Judges. They should not therefore accept fees for examining. S. of S.'s Desp. No. 180, Pub., 18-7-1912, commd. with G.I., F.D. No. 962-E.B., 6-8-1913.

[C.S.R.—72 (*b*)]

Fees to Civil Officers who assist in the conduct of reward examinations are admissible under Article 72 (*b*) of the Civil Service Regulations. G.O. No. 342, Feb., 3-4-1911.

[C.S.R.—72, Note]

1. The Board of Revenue (Separate Revenue) is empowered to grant local allowances (the amount in each case being fixed in communication with the Presidency Port Officer) to Sea Customs Superintendents, when, in the absence of a Port officer, such Superintendents are appointed as "Superintendents of ports" to levy, receive and account for all fees payable under the Landing and Shipping Fees Act. G.I. No. 5923-Ex., F.D., 17-10-1908. G.O. No. 516, Fin.l., 4-11-1908.

[C.S.R.—72(*a*), 74]

1. The certificate referred to in this article is not required in the case of heads of departments when applying for honoraria for themselves. G.O. No. 773, Edl., 5-12-1901. A.-G.'s order, 9-9-1902.

2. Heads of departments should, however, apply to Government for permission before they undertake work of the nature referred to, for example, before they accept an examinership in Government or University Examinations, or similar work. G.O. No. 448, F.D., 19-7-1904.

3. The Comptroller-General is the head of the department for the purposes of Articles 72 and 74, Civil Service Regulations, in the case of an officer of the enrolled list of the Financial Department, and not the Accountant-General of the province to which the officer is attached. C.-G's. No. 723, 27-5-1908.

The Accountant-General can, however, exercise the powers of a head of a department with reference to the ministerial staff. G.-I. No. 5524-Ex., F.D., 18-11-1909. C.-G's No. 682, 25-5-1910.

NOTE.—The powers of the head of a department or of a Local Government in respect of article 72, Civil Service Regulations, are exercised by the Comptroller-General only with regard to the sanctions to be accorded for the grant of the honoraria. The Accountant-General may himself grant the certificate of the head of the office under clause (*a*) of the article. C.G.'s No. 1129-E. 175, 24-5-1913.

4. The Superintendent, Government Press, may exercise the powers of a head of a department for the purpose of granting certificates under Article 72 (*a*) of the Civil Service Regulations. G.O. No. 280, Finl., 7-6-1911.

5. The Superintending Engineers may exercise the powers of a head of a department for the purpose of granting certificates under Article 72 (*a*) of the Civil Service Regulations. P.W. Memo. No. 9347-C., 17-10-1912. G.A. No. 40 A-2 of 1913-14.

[C.S.R.—72 (*d*)]

1. Government has ruled that, for the purpose of Article 72 (*d*), Civil Service Regulations, the total fees levied for all the Government G.O. No. 423, Edl., 30-5-1908.

Technical examinations held in each financial year should be taken into account for determining whether the honoraria sanctioned have or have not exceeded the fee receipts.

G.O. No. 1256, Rev., 8-5-1909 with Finl. Endt. No 1795-1, 14-5-1909.

2. Government has ruled that the officers, who conduct the Village Officers' Special Test Examinations, should be remunerated for the work according to the scale fixed in the order quoted in the margin.

G.O. No. 1258, Rev., 8-5-1909.

3. Government has ruled that officers who conduct the examination in Salt, Abk ri and Customs Tests should be remunerated for the work according to the scale fixed in the order quoted in the margin. No fee is allowed for valuing papers when the number of papers valued by the examiner is 25 or less.

This does not affect the remuneration payable to officers outside the Salt, Abkári and Customs department who are appointed examiners for the Test D.

[C.S.R.—73]

C.-G.'s letter No. 610, A & A., 339½-12, 18-6-1914.

1. Rewards paid to Policemen by Police officers specially empowered to do so by rules made under section 12 of the Police Act, 1861, are admissible under this article.

[C.S.R.—74]

G.I. No. 3926-Ex., Finl., 14-9-1896. G.I. No. 3928-Ex., Finl., 14-9-1896.

1. No Government servant should be permitted to accept fees for executing commissions issued by courts, excepting in a case in which an officer is required to use privately-acquired skill or knowledge which has no connexion with his official work, and the commission was accepted with the consent of his official superior and executed without detriment to, or delay in, his official duties. Even in cases in which an officer is required to use knowledge which is connected with his official work and has perhaps in great measure been acquired in the discharge of official duties, provided the consent of his official superior has been obtained, and the additional duty does not in any way interfere with his regular work, the Government of India see no objection to his retaining, where this has been customary, the remuneration which, if not a Government servant, he would receive for his trouble. Cases of this sort, however, will obviously sometimes approximate to those in which an officer is called on to execute a commission in his capacity as a Government servant, and in such cases discrimination will have to be exercised in permitting fees to be retained. In doubtful cases Local Governments have power to decide whether fees should be credited to Government or not.

G.I. letter No. 1641-54, Edl., 2-9-1913, recorded in G.O. No. 886, Edl., 23-9-1913. G.A.47-9 of 1913-14.

2. The educational officers may be permitted to receive remuneration for undertaking the private tuition of a ward of an estate under the Court of Wards subject to the conditions specified in article 74 of the Civil Service Regulations and the Local Government can sanction the grant of remuneration to such officers subject to the limitations of Article 74 (*c*).

G.I. No. 860-864, H.D., 14-11-1906, commd. with G.I. No. 145, F.D., 7-1-1907. G.O. No. 802, Edl., 8-12-1906.

NOTE.—No person within the scope of whose ordinary official duties the inspection of colleges clearly falls should receive special payment for undertaking inspections on behalf of the Syndicate, but, on the other hand, any person, official or non-official, of whom this cannot be said should be remunerated or inspection duty.

[C.S.R.—72 (d)]

Page 22.—*Insert* the following as paragraph 4 :—

4. The Electric Inspector and his establishment will not receive any remuneration for the work to be done by them in connection with the Technical examination for the grant of certificates of competency to Electric Wiremen. The other members of the Board of which the Electric Inspector to Government is the President, are allowed remuneration, not being Government officers, at Rs. 100 for setting the question paper and at Rs. 2 per candidate plus Rs. 50, for attending the examination and valuing the candidates' work.

G.O. No. 1068-68 A.W., 11-9-1918, commd. in Finl. Endt. No. 9249-1, 30-10-1918.

[IV, 8-2-19]

3. Vide paragraph 3 under article 72 on page 13 of the supplement regarding the undertaking of work and acceptance of fees by Judges of the High Court. S. of S.'s Desp No. 180, Pub., 18-7-1912, commd. with G.I., F.D., No. 962-E.B., 6-8-1913.

4. As regards fees to educational officers for private tuition work the sanctioning authority will, in all cases, be expected to satisfy itself—

(i) that the maximum fee of which the rule permits is not given as a matter of course in cases where any smaller fee would be fair and sufficient;

(ii) that the officer who is permitted to undertake the additional work can do so without detriment to his proper duties. In the case of teachers serving under Local Board schools the sanction of the Board and the concurrence of the Inspector should be required; and

(iii) that the arrangement is reported to the sanctioning authority and its approval secured before any portion of the work is undertaken.

NOTE 1.—Inspectors and Inspectresses of Schools and Principals of Colleges are authorized to sanction the acceptance by teachers in Government institutions of fees for private tuition up to a money limit of Rs. 100 during a school term. G.I. No. 5511-Ex., F.D., 20-10-1910. G.O. No. 668, Edl., 23-11-1910. G.O. No. 799, Edl., 21-7-1916.

NOTE 2.—So far as University Examinations are concerned the Government of Madras have delegated to the following subordinate officers of the Educational Department the powers of a head of a department in respect of non-gazetted officers under their control:— G.O. No. 578, Finl., 4-9-17. T.M. 1-3 of 1917-18.

(1) Inspectors of Schools.
(2) Inspectresses of Schools.
(3) Heads of Government Colleges.
(4) Superintendent, School of Arts, Madras.
(5) Superintendent, Presidency Training School for Mistresses.

5. Civilian officers of the Civil Veterinary Department who are at present debarred by the terms of their agreement from taking private practice or accepting fees, should be permitted in the interest of the general public, to examine animals for soundness and to grant certificates, and all fees charged by them in such cases should be credited in full to Government. G.O. No. 2604, Rev., 9-8-1910. M.G., Finl. Endt. No. 3889-1, 19-10-1910. M.G. Finl. Endt. No. 4691-1, 3-11-1910.

The Assistant Principal of the Veterinary College and the members of the college staff should be permitted to take private practice, provided it does not interfere with the performance of their public duties.

The scale of fees to be charged by these officers will be the same as that sanctioned in G.O. No. 2856, Revenue, dated 30th August 1910, in the case of Veterinary Assistants employed outside the Presidency Town. The following rules will also apply:—

(1) In the case of any special or serious risk the Veterinary officer performing an operation may be permitted to receive a further gratuity agreed upon by the parties with the express permission of the Principal of the Veterinary College.

(2) The cost of all medicines supplied and carriage hire actually paid are recoverable in all cases in addition to the fees charged.

(3) All the fees collected including cost of medicine, if any, supplied from the college dispensary and the cost of conveyance should be credited to Government in the first instance. The Veterinary

officers concerned should, after the close of each month, submit bills countersigned by the Principal of the Veterinary College for the actual carriage hire and also for half the fees levied excluding charges for medicine supplied from Government stock.

(4) When medicines are supplied from the college dispensary, the charges recovered therefor should be credited in full to Government.

[C.S R.—75]

Foreign service, third kind.

A.-G.'s order, 26-3-908, *re* the case disposed of in G.I. No. 4807-Ex., F.D., 15-8-1908.

1. The fact that the cost will be ultimately recovered from the Foreign body concerned does not affect the necessity for the sanction of the Government of India to appointments and deputations which are beyond the powers of the Local Government to sanction under Articles 76, 78, 79 and 80, Civil Service Regulations.

Permanent Appointments.

[C.S.R.—76]

G.I., P.W.D., No. 1249-E.B., 2-12-1914, commd. with Endt. No. 1694-E.B., Finl. Dept., 7-12-1914.

1. The Government of India have ruled that when a proposal such as the grant of compensatory local allowance to the officers and subordinates employed on a work formed one scheme, a portion of which required the sanction of the Government of India, the Local Government should submit the whole scheme for the sanction of that authority and not only such part of it as was beyond the Local Government's power to sanction.

Temporary Appointments and Deputations.

[C.S.R.—77]

M.G.O. No. 84, Finl., 1-2-1898.

1. When Government sanctions special duty for a definite period the intention is ordinarily that the work, of the kind contemplated, shall be continuously pursued for the period, and not be interrupted by the grant of leave to those who may be detailed for the duty. See also paragraph 5 under C.S.R. 340 (*c*) below.

G.I. No. 1706-Ex., Finl., 24-3-1906. G.O. No. 206, Pub., 16-3-1906.

2. Medical officers and subordinates in civil employ permitted to attend the Institute at Dehra Dun for instruction in the management and use of the X-ray apparatus will draw the pay of their substantive appointment and travelling allowance at the rates permissible under the Civil Service Regulations. The course of instruction will extend over a period of about three months.

G.I., F.D., No. 5251-P., 17-9-1906. G.I., H.D. No. 650, 20-8-1907, commd. with G.I., F.D., No. 5450-P., 30-8-1907. (Bengal.)

3. It is not permissible to create a temporary appointment with a view to obtain the services of an officer on a salary higher than what is admissble under Chapter VI of the Civil Service Regulations and it is also irregular to create a temporary appointment for the performance of specific duties for which a permanent appointment already exists.

[C.S.R.—78]

G.I., F.D., No. 5259-P., 17-9-1906. (Bengal.)

1. A Local Government cannot, under Article 78 of the Civil Service Regulations, create a temporary appointment for a post already in existence, as there cannot possibly be a permanent as well as a temporary appointment for one and the same piece of work.

No. V.

Page 24.—*Insert* the following in its proper place :—

[C.S.R.—76-B (i), Note]

The words 'clerical establishment' in this note do not necessarily mean a permanent clerical establishment and the provisions of this note may therefore be applied to temporary appointments even in cases where they are not regular additions to any permanent clerical establishments. Cud. P.A.-1, 1918-19.

[V, 6-3-19]

[C.S.R.—78-A]

1. The object of the proviso in the last sentence of Article 78-A of the Civil Service Regulations, is merely to prevent Local Governments from varying the rates of remuneration which have been fixed by the Government of India in respect of particular classes of officers temporarily employed on particular classes of duties, e.g., Civil Sub-Assistant Surgeons employed on plague duty, Sub-Deputy Collectors employed on famine duty, etc.

G.O. No. 423, 23-8-1912.

2. The intention of Article 78-A (fifth edition, reprint) is as follows:—

(i) when the appointment temporarily created falls under clause (i) (*a*) of the article, the full pay of the appointment temporarily added to the grade or class of the cadre, as the case may be, can be given to the officer who is performing the duties of that cadre or class irrespective of the duration of the temporary appointment or of whether officer in question is actually holding the particular appointment created. The Local Government in deciding which officer is to receive full pay, should follow the same principles as in the case of filling up a permanent vacancy.

Letter No. 1285-C.S.R., 22-12-1914, from the G. of I., Fin. Dept., to the Secy. to the Govt. of Behar and Orissa, Fin. Dept. Copy commd. with letter No. T.M. 2-2-2394, 18-6-1915, from the A.-G., Behar and Orissa.
G.O. No. 747, Finl., 24-11-1915.

(ii) As regards temporary appointments falling under clauses (i) (*b*) and (ii) of the article, the salary of the officers senior to the holder of the temporary appointment will not be affected; and the latter will draw either the salary which he would have drawn if he were acting in a permanent appointment on the same pay or the pay and deputation allowance which he would draw if he were placed on deputation under Article 81 of Civil Service Regulations as the case may be.

G.I. No. 1108-C.S.R., F.D., 30-9-1915.

(iii) In both the classes of cases, i.e., those falling under class (i) (*a*) as well as those falling under classes (i) (*b*) and (ii) of the article the officers junior to the holder of the temporary appointment would receive officiating or sub. *pro tem.* promotion according as temporary appointment is for less than six months or not, i.e., the duration of the temporary appointment is a factor in determining the nature of the promotions to be given in the chain of the holder thereof, while it does not affect the salary of the holder himself.

(iv) The rulings in sub-paragraphs (i) and (ii) regulate the salary to be allowed to the holders of the temporary appointment while the ruling in sub-paragraph (iii) determines whether officiating or sub. *pro tem.* promotion should be given to the incumbents coming into the chain of arrangements consequent on such temporary appointments.

G.O. No. 747, Finl., 24-11-1915.
G.A. 40A-2 of 1915-16.

[C.S.R.—80]

1. The Surgeon-General is authorized to engage medical subordinates for temporary plague and connected duties at rates of pay not exceeding Rs. 350 per mensem; but wherever he finds it necessary to make such a temporary appointment which involves a salary of more than Rs. 250 per mensem, he should report the matter specially to Government for sanction.

G.O. No. 1494, Pub., 16-11-1897.
G.O. No. 581, Pub., 6-8-1906.
G.O. No. 1118, Pub., 23-10-1911, commd. with M.G. Finl. Endt. No. 5589-1, 6-11-1911.

2. Applications for sanction to the continuance of temporary appointments and deputations or allowances, should invariably be submitted in sufficient time to allow of full enquiry being made, and to admit of the orders of superior authority being obtained, before the termination of the existing sanction.

G.I. Resoln. No. 1322-Ex., F.D., 5-3-1902, recorded in M.G. No. 277, F.D., 27-3-1902.

G.I. No. 5070-Ex., F.D., 9-8-1911.

The submission to the Secretary of State of the half-yearly statements of temporary appointments and duties connected with plague has been ordered to be discontinued.

G.O. No. 332-P., L. & M., 30-4-1912.

The Surgeon-General is also authorized to re-employ Military Assistant Surgeons on plague duty on a salary of Rs. 100 per mensem and a daily allowance of Rs. 2, provided they are allowed to draw only so much of their military pension in addition to the above-mentioned salary and allowance as will bring their total monthly emoluments up to Rs. 350 or with the previous sanction of Government up to Rs. 500 in special cases. These officers will be required to produce certificates of physical fitness and their appointments in the first instance be made for periods not exceeding six months.

[C.S.R.–81]

G.I. No. 2883-Ex, Finl., 30-6-1897.

1. Article 81 covers the pay or salary which an officer would draw but for his deputation, but not the grant of extra pay (otherwise than by deputation allowance as therein provided) on the ground that he would have acted in a higher appointment, had he not been placed on special duty.

G.I., F.D., No. 5475-Ex., 29-9-1905.

2. Article 81 covers an increase of salary which is due to grade promotion and is not dependent on a change of duties and which an officer would have received had he continued on duty in the appointment on which he has a lien.

G.O. No. 25, Finl., 2-2-1911.

3. The Government of India are of opinion that a deputation allowance should be granted to an officer on special duty only when it is clearly established that the special duty involves a decidedly greater share of hard work and responsibility than would ordinarily fall on the officer concerned if he were performing the ordinary duties of his station. A change of head-quarters affords a reason for the grant of deputation allowance only if the officer is placed at unusual expense owing to the fact that the period of deputation is short or to some other exceptional cause. A change of station is an ordinary incident of service and does not in itself constitute a reason for an addition to an officer's emoluments.

4. Vide paragraph 1 under [C.S.R.—38, Rule 1].

Tentage.

G.I., H.D., No. 932-33 to M.G., Finl, commd. with G.I., F.D. No. 938 E.B., 8-7-1914, and G.O. No. 499, Finl., 24-7-1914. G.A. 42-1 of 1914-15. G.I. letter No. 2105, 18-5-1891. G.O. No. 452, Finl., 13-6-1891. G.I. No. 5260-Ex., F.D., 12-12-1896, commd. in G.O. No. 186, Finl., 23-2-1897.

5. Tentage allowance is admissible to an officer during any diversion to duty on which he does not require tents and which lasts for a period not exceeding three months, subject to the condition that the tents in respect of which he draws the allowance are actually maintained by him throughout the period. Such diversion will include (*a*) leave of any kind, not exceeding three months in duration, and (*b*) deputations including ordinary acting appointments which do not carry tentage up to a maximum of three months. In all cases the amount of tentage allowance drawn by the officer officiating in the place of the officer during his diversion of duty is limited to the tentage of his substantive rank.

When, however, an officer is placed on deputation and it is known from the first that the period of his deputation will exceed three months, he cannot draw fixed tentage allowance at all, unless the duties to which he is deputed necessitate the maintenance and use of tents.

6. When an officer who is in receipt of any special minimum time-scale is placed on deputation, his allowance under article 81, should be calculated with reference to the salary which the officer would be drawing apart from the special time-scale and that the minimum time-scale only applies when the salary to which he would ordinarily be entitled, *plus* a deputation allowance calculated on that amount, is less than the sum to which he is entitled under the time-scale. If the officer's normal salary *plus* deputation allowance calculated thereon exceed his time-scale of pay, the time-scale does not apply, the officer being entitled to draw pay at the former rates (i.e.), deputation allowance in addition. If, however, the normal salary and deputation allowance do not exceed the time-scale of pay, the officer is eligible for his time-scale of pay and no further allowance should be given in consideration of the deputation to other duty unless (1) such duty is so specially arduous that there would be a case for giving the officer more than he gets under the time-scale, did the latter not apply, (2) or his deputation involves a change of station and there is good reason to believe that his living expenses are materially increased on that account. In the latter case, the deputation allowance should not go beyond what is sufficient to compensate the officer for the extra expense. When the Local Government consider that the officer is deserving of a higher remuneration than is permissible under the time-scale, this should be provided for by adding to the normal salary such increased deputation allowance as would raise the total to the appropriate figure, but since this would involve the grant of a deputation allowance in excess of the amount admissible under article 81, the sanction of the Government of India should be obtained in each case.

G.I., H D., No. 568, 12-2-1915, and F.D. No. 978-E.B., 12-7-1915.
G.I., H.D., No. 573, 3-5-1915, and F.D. No. 695-F.B., 13-5-1915.
G.I., H.D., No. 1598, 15-9-1915 and F.D. No. 1343-E.B., 5-10-1915 and G.O. No. 610, Finl., 2-10-1915.
G.A. 42-9 of 1914-15-16.

7. Any additional charges such as deputation, halting and travelling allowances, entailed by the deputation of a political officer to accompany a Chief, are recovered from the Native State, as being the most interested in the special duty, unless the Native Chief is travelling on State business at the express desire of His Excellency the Viceroy. In this latter case, such charges would be debited to the Government of India. In other cases all extra charges connected with the officer's deputation, should be borne by the State, including the officer's pay, if it is necessary in his absence to employ any one in his place. The State should in no case be required to pay the officer a deputation allowance in addition to his pay, unless the officer's duties involve a decided increase of work or responsibility as described in article 81.

G.I. No. 2061, Foreign, 20-6-1890, commd. with G.I. No. 3119, Finl., 27-6-1890.

8. The following are the rules for governing the incidence of the cost of military pay and allowance of soldiers employed for the temporary duty by civil departments, police or railway administration, etc. :—

(*a*) When men are employed for any period less than one month, they shall be given their regimental pay and allowances from Army

G.I. No. 20792-4 (A.G. 7), 11-8-1914, commd. with G.I. No. 930-A, 1-10-1914. T.M. 24-15 of 1914-15.

Estimates, *plus* a suitable extra allowance, if such is considered necessary, from Provincial funds; and

(*b*) When men are employed for a month or longer, a consolidated salary shall be substituted for their regimental pay and allowances, the whole of the consolidated salary being borne by civil funds.

G.I., F.D., letter No. 394-E.B., 29-3-1915. G.I.,F.D., No. 228 C.S.R., 10-3-1916. G.O. No. 255, Finl., 8-5-1916. G.I., F.D., letter No. 592-E.B., 9-6-1916.

9. The terms "*Duty Allowance*" and "*Local Allowance*" respectively should be used to describe the two classes of local allowances at present known as "Remunerative" and "Compensatory."

Deputation allowances should be described by the terms "*Deputation (duty) allowance*" or "*Deputation (local) allowance*" according as they are granted *mainly* for increased work and responsibility or *mainly* in consideration of a change of station.

"*Deputation (duty) allowances*" will count towards leave allowances and pension.

Both "*Deputation (duty) allowances*" and "*Deputation (local) allowances*" may also be drawn by an officer on privilege leave also subject to the general rules which govern privilege leave salary. The test to be applied is whether the officer while on privilege leave retains "a duty lien" on the appointment to which the deputation allowance has been attached. For example, where a deputation allowance is attached to a particular appointment and the officer deputed thereto takes privilege leave after completing such special duty he will not be entitled to draw the deputation allowance while on privilege leave since he would not have continued to draw the allowance if he had not proceeded on leave.

[C.S.R.—81, Note 2]

G.O. No. 1234, Rev., 28-4-1913, commd. with M.G., Finl. Endt. No. 3041-1, 3-5-1913. S. of S.'s Desp. No. 22, Rev., 21-2-1913, commd. with G.I., F.D., No. 260-E.B., 15-3-1913.

The rules in Appendix 4-A, Civil Service Regulations, and the orders conveyed in note (1) to paragraph 5 of Resolution No. 249-E.A., dated 15th July 1912, should be held to apply to Forest Settlement Officers.

Famine duty.

[C.S.R.—84]

G.I. No. 2220-Ex., Fin., 21-5-1897.

I.—1. The famine duty allowance is admissible in addition to any pay, acting or charge allowance, that an officer may be in receipt of at the time of his deputation to famine duty and would continue to draw but for such deputation.

G.I. letter No. 3090-Ex., 30-6-1900, commd. in G.O. No. 656, Finl., 11-7-1900.

2. The allowances admissible under item (iii) of this article should not be granted to *non-gazetted officers* without the previous sanction of the Government of India.

Transit Pay.

3. The allowance of such officer during joining time should be regulated under article 185, Civil Service Regulations.

Exchange Compensation Allowance.

4. Exchange compensation allowance is not admissible on famine duty allowances under article 84.

Allowances to Officers of the Postal Department.

II.—The Government of India has sanctioned the deputation of officers of the Postal Department on famine duty on the following terms:— G.I. letter No. $\frac{365}{47-1}$, 23-2-1900, commd. in G.I. No. 1105-E., Fin., 5-3-1900.

(*a*) The grant of a deputation allowance, in addition to salary, of Rs. 5 a day to Superintendents of Post Offices, and of Rs. 3 a day to Assistant Superintendents, Assistant Inspectors and other officers of similar rank.

(*b*) The deputation allowance will be granted whether the officer of the Postal Department at the time of his deputation be serving in province in which he is required for famine work or in another province.

(*c*) The grant of travelling allowance at the rates admissible under the Civil Service Regulations, or in lieu thereof, at the discretion of the Local Government, of a monthly horse allowance. The horse allowance will be fixed by the Local Government, but will in no case exceed Rs. 100 a month.

III.—1. Officers of the Indian Medical Service deputed solely to plague duty are allowed the following consolidated scale of pay, whether they are taken from military or civil employ:— S. of S.'s Desp. No. 60, Rev., 8-5-1908, commd. with G.I. No. 4131-Ex., 16-7-1908. G.O. No. 613, Pub., 29-7-1908.

	RS.
Lieutenant	700
Captain	750
Do. after 5 years	800
Do after 7 years	850
Do. after 10 years	900
Major	1,000
Do. after 3 years	1,100
Lieutenant-Colonel	1,450

Commissioned officers, other than those of the Indian Medical Service transferred from regimental or purely military duty, are entitled to the same allowance as that admissible to British Commissioned Military officers, while those in civil employ are entitled to Rs. 5 a day. G.O. No. 682-P., L. & M., 17-8-1908.

2. Combatant British officers required to perform sanitary duty in connection with plague are entitled to the same rate of allowance as that admissible to officers employed on famine duty under Article 84, Civil Service Regulations. G.I. No. 2913-Ex., Finl., 3-7-1897, commg. G.I. No. 6731, H.D., 26-6-1897.

3. Uncovenanted medical officers employed on plague duty, who at the time of their deputation were discharging the duties of Civil Surgeons are granted special plague allowance at the rates laid down for officers deputed to famine work in Article 84 of the Civil Service Regulations. G.I. No. 970-Ex., Fin., 27-2-1897. G.I. No. 85-H.D. (Mis.), 31-1-898, commd. with G.O. No. 242, Pub., 11-2-1898, G.I. No. 744-Ex., Fin., 14-2-1898.

4. Senior Assistant Surgeons with the honorary rank of Lieutenant or Captain deputed on famine or plague duty, may be granted allowances at the rate laid down for officers deputed to famine work in Article 84 of the Civil Service Regulations. While the latter are employed on plague duty they are entitled to the house-rent allowance (in lieu of free quarters) of Rs. 50 a month, attached to their rank in addition to their pay or salary *plus* the deputation allowance of Rs. 5 a day. G.I. No. 4518, Fin., 15-10-1898, G.I. No. 513-H.D., 15-6-1904, commd. with G.I. No. 3997-Ex., F.D., 22-6-1914, G.O. No. 576, Pub., 4-7-1904.

G.I. No. 1666-Ex., F.D., 14-4-1897.
G.O. No. 520, Pub., 6-5-1897.
Letter from Secretary to Government of India, H.D., to Chief Secretary to Government of Bombay, General Department (Plague), No. 851, 16-5-1899, copy received with letter No. S. 2218, 14-12-1907, from the Pay Examiner, Madras.

5. The rates in Article 84 of the Civil Service Regulations are applicable even when an officer is deputed to plague duty within the province in which he was serving at the time of his deputation. They are, however, applicable only to officers who are detached from their duties and are deputed on plague duty, and do not apply to officers who are doing plague work in addition to their ordinary duties, to whom paragraph 9 below is applicable.

G.I. order in G.O. No. 1153 P., L.&M., 23-9-1898.

6. The allowances of Civil Hospital Assistants doing plague work should be regulated as below :—

(*a*) When deputed to a distance from the scene of ordinary work.	(1) To do light plague duty, such as inspection of passengers at the railway station.	Rs. 10 a month.
	(2) To attend on plague patients.	„ 15 „
(*b*) When required to do *additional* plague work, such as the inspection of passengers by road and railway, which is entirely separate from, and outside the sphere of, the ordinary duties.	Local allowance not exceeding one-fifth of the salary.	

7. No extra allowance is admissible in the case of officers whose ordinary and legitimate work, such as that of attending on the sick in hospital, has increased owing to the occurrence of plague.

G.O. No. 390-P., L. & M., 24-2-1904, commd. in G.O. No. 931, Finl., 3-3-1904.

8. Pony allowance should not be given to Hospital Assistants on plague duty except when they are employed as Inspectors of preventive or observation circles.

G.I. No. 1682, H.D., 1-12-1898, commd. with M.G.O. No. 7, Pub., 31-1-1899, and G.I. letter No. 2022, Fin., 12-9-1899, commd. with M.G.O. No. 1043, Finl., 26-9-1899.

9. The Local Government may grant a local allowance not exceeding one-fifth of salary or Rs. 10 per diem to Medical officers employed on plague duty *in addition to their own duties*, if the additional plague work is entirely separate from, and outside the sphere of, their ordinary duties, e.g., medical inspection of passengers by road or railway; but not merely if their ordinary work, e.g., that of attending on the sick in hospital, has increased in consequence of plague. In any other case, if it be desired to grant special allowance for plague duty in addition to ordinary work, instead of leave concessions, the sanction of the

Government of India or the Secretary of the State, as the case may be, will be necessary.

NOTE.—The local allowance drawn by a Medical officer in Military employ employed on plague duty in a Cantonment, in addition to his own, is debitable to the Military Department.

G.I., Mily. Dept., Accts., No. 1388, F.D., 29-5-1900, recd. with letter from the Pay Exmr., Madras, No. S/2218, 14-12-1907. G.O. No. 66, Finl., 3-11-1908.

10. A local allowance is not admissible in the case of a Medical subordinate unless he has to do much plague work in addition to his proper duties. The observation of passport holders is one of the ordinary duties of a Medical officer at a hospital and no local allowance is therefore admissible for it.

G.O. No. 131 P., 27-11-1902, recorded in G.O. No. 125, Finl., 13-2-1902.

11. The Local Government may sanction the grant of local allowances, up to a maximum of Rs. 50 a month, to Medical officers specially deputed to plague duty in hill stations or special localities where the cost of living is high, provided always that the allowances granted are within the powers of the Government of India and do not require the sanction of the Secretary of State.

G.I., Finl. Endt. No. 5205-Ex., 9-9-1908. G.O. No. 758-P., 18-9-1908.

12. Military Assistant Surgeons and Hospital Assistants on the effective list deputed to famine or plague duty are entitled to deputation allowance at the following rates:—

G.I. No. 1567-Ex., Finl., 8-4-1897.

	Per diem. RS.	A.	P.
Hospital Assistants	0	8	0
Military Assistant Surgeons on pay not exceeding Rs. 150	2	0	0
Military Assistant Surgeons on pay exceeding Rs. 150	3	0	0
Civil Surgeons	2	0	0

Civil Apothecaries Rs. 25 a month, or in the case of men, who at the time of their deputation were in independent charge, the full charge allowance of their grades.

Madras Plague Regulations, paras. 89-94.

13. A Military Hospital Assistant may continue to receive the house allowance which he drew when he was deputed to plague duty, or, if he occupied free quarters, the allowance for which he would otherwise have been eligible, provided that he is not furnished with free quarters whilst on plague duty.

G.I. No. 4297-E., Fin., 19-9-1899.

14. As plague duty in the case of a Police officer is held to be within the scope of his ordinary duties, no deputation allowance is admissible whether the plague duties are performed in the normal course of the officer's employment or in connection with a special plague appointment

G.I. No. 1282, Fin., 9-7-1901.

15. An Executive officer (e.g., a Deputy Collector) appointed as special plague officer is not entitled to a special allowance.

Finl. Endt. No. 2922-1, 11-7-1910, commg. G.O. No. 378 P., Mis., L.& M., 6-7-1910.

16. A Military Assistant Surgeon transferred from an appointment (including the charge of a district) in the Civil Department to plague

G.I. No. 98, Home Dept., 18-1-1899.

duty may be granted the same allowances as to a Military Assistant Surgeon transferring from Military to plague duty, viz., special plague allowance and in addition any acting, charge or house allowance he was in receipt of at the time of his transfer; provided that a Military Assistant Surgeon transferred from the officiating charge of a district may be granted the emoluments he drew as a District Medical Officer only so long as he could in the ordinary course have continued to hold charge of a district.

.. of S.'s Desp. No. .0, Rev., 14-7-1916, ommd. with .I., F.D., No. 784-.S.R., 14-8-1916. .O. No. 36, Medl., 29-8-1916, and G.O. No. 436, Finl., 7-8-1916.

17. To meet the temporary shortage of medical officers caused by the war Local Governments and administrations have been empowered to employ private medical practitioners on a pay not exceeding Rs. 700 a month, in addition to such allowances as may be attached to the particular posts to which they may be appointed.

[C.S.R.–84-A]

.I., F.D., No. 166-.S.R., 9-2-1915. .A.47-8 of 914-15.

1. The officers of the Ramnad district are authorized by the Government of India to proceed *on duty* to Ceylon.

Deputation to Europe.

[C.S.R.–85]

.I. No. 2571-Ex., Fin., 7-6-1898.

1. The deputation allowances referred to in Article 85 when payable in India carries exchange compensation allowance, provided the officer concerned is otherwise entitled to it.

Para. 40 of the Mily. Desp. from S. of S., No. 47, 18-4-1913, commd. with, G.I. No. 510-C.S.R., F.D., -6-1913.

2. The practice of the India Office is only to convert at 1*s*. 6*d*. per rupee furlough pay or deputation pay, being less than full Indian salary, when paid from the Home Treasury and last-pay certificates should not be made out in such a way as to conflict with this practice.

.I. Endt. No. 742-P., F.D., 0-6-1905, recorded n M.G.O. No. 474, F.D., 11-7-1905.

3. Any request to place an officer on leave on special duty in Europe should be accompanied by an intimation of the Indian pay on which his deputation allowance is based.

[C.S.R.–85 (Note 3)]

.O. No. 176, Finl., 1-3-1917 and .I. No. 180-C., 0-11-1916, commd. with Fin. Dept. No. 1209-C.S.R., 4-12-1916, and .O. No. 94, Finl., 5-2-1917, and .O. No. 185, Finl., 28-3-1917.

The power exercised by the Local Government under this rule has been delegated to the Inspector-General of Police, the Deputy Inspectors-General of Police and the Commissioner of Police.

Chapter V.—Acting Allowances: General Rules.

SECTION I.—DEFINITIONS AND LIMITATIONS.

[C.S.R.—86]

1. In a case in which an officer's lien on his substantive appointment is suspended, the pay of the temporary appointment held by him may, for the purpose of calculating his salary in another appointment, be taken as his substantive pay. G.I. No. 1935-P., F.D., 26-3-1907.

Tentage of Acting Officers.

[See under Article 81 regarding tentage of acting officers.]

2. The Government of India are authorized to regulate the emoluments of an officer so as to ensure that he shall not have his emoluments reduced in consequence of his promotion to a higher appointment. Extract para. 2 of S. of S.'s Desp. No. 158, Pub., 18-11-1910, commd. with G.I. No. 464-C.S.R., F.D., 27-8-1912.

For rules regarding acting arrangements in place of officers under training see Appendix D.

[C.S.R.—86-1]

1. Government have ruled that, in cases in which Government, Local Fund and Municipal servants have been sent for training in the Sanitary Inspector's class, it is open to the Collector to make acting arrangements to fill up the places of the absentees, but it will be sufficient to appoint a clerk for the last place in the arrangements on a pay not exceeding Rs. 20 and acting promotions should not be given to the clerks holding appointments above the last place. G.O. No. 419-P., 29-3-1906. G.O. No. 1157-P., 19-11-1906. G.O. No. 60, Pub., 27-1-1916.

Provisional Appointments.

[C.S.R.—89]

1. The limit of three years mentioned in this article refers to the duration of the duty itself and not to the tenure of the appointment by any particular officer. G.I. No. 4143-P., F.D., 14-8-1900.

2. All heads of departments, Collectors and District Magistrates, District and Sessions Judges and the Honorary Director of Fisheries may grant to a subordinate who is appointed on probation to a permanent post or to acting or sub. *pro tem.* appointments in another department, a lien on his permanent appointment for a period not exceeding two years. Until the probationer is confirmed in his new appointment, the arrangements made in his old substantive post should only be sub. *pro tem.* G.O. No. 539, Finl., 24-8-1915. T.M. 1-4 of 1915-16. G.O. No. 436, Finl., 7-8-1916.

NOTE.—(1) Deputy Commissioners of the Salt, Abkāri and Customs Department can similarly grant to peons and petty officers of the lowest grade, appointed on probation to permanent posts in another department, a lien on their permanent appointments for a period not exceeding six months. G.O. No. 696, Finl., 7-11-1912.

G.O. No. 203, Finl., 3-4-1917.

(2) In the case of temporary appointments it is not necessary to specify any period during which a subordinate appointed to that post will retain his lien on his permanent post as in the absence of any express statement to the contrary his lien on his permanent appointment will continue for the duration of the temporary appointment

G.I. No. 3772-P., F.D., 24-6-1903.

3. Provisional substantive promotions made in the vacancy caused by the deputation of an officer to foreign service may continue also during the period of furlough taken by such an officer if he resumes his foreign appointment on the termination of his furlough without rejoining his own appointment under Government.

G.I. No. 172-C.S.R., F.D., 10-3-1913.

4. In the case of appointments sanctioned for a short period and subsequently extended to three years, suspension of lien is permissible from the date of the creation of the temporary appointment; but whether provisional promotion should be given from this date or from any subsequent date is a matter which is entirely at the discretion of the head of the office or of the Local Government.

S. of S.'s Desp. No. 118, Rev., 5-11-1915, commd. with G.I. No. 1293, C.S.R., F.D., 26-11-1915. Case No. G.A. 42-6 of 1915-16. G.O. No. 181, Rev., 27-1-1916, commg. G.I. (Rev. and Agri.) Cir. No. 2 F. 213-3, 10-1-1916.

5. In the case of deputations of 'officers of the Provincial Forest Service on outside duty for more than three years at a time' suspension of lien is permissible under this article and the appointment may be treated as provisionally available for permanent promotion.

G.O. No. 2741, Judl., 20-11-1916, commd. with Finl. Endt. No. 7593-1, 11-12-1916.

6. The Inspector-General of Registration is empowered to suspend under article 89, Civil Service Regulations, the lien of Sub-Registrars of grades lower than the second when appointed to clerical ports in his office.

Substantive '*Pro tempore*' Appointments.

[C.S.R.—90]

I.—General.

G.I. No. 1229-P., Fin., 24-3-1893, commd. in G.I. No. 2041-P., Fin., 13-5-1893.

1. An officer appointed sub. *pro tem.* in an appointment in consequence of the deputation of another officer to a sub. *pro tem.* arrangement is entitled to the full pay of the post from the date he takes charge to that on which he is actually relieved.

G.I. letter No. 2610-P., Fin., 17-5-1901.

2. An officer who holds an appointment substantively *pro tem.* loses his lien on the sub. *pro tem.* appointment if, while so holding it, he proceeds on long leave. Another officer can then be appointed substantively *pro tem.* in the appointment.

G.I. Resoln. No. 6269, F.D., 28-10-1874, forwarded with G.I. letter No. 2406, F.D., 13-8-1877. M.G. No. 2048, Judl., 28-8-1877. G.I. No. 1291, F.D., 15-6-1877. M.G. No. 2048, Judl., 28-8-1877.

3. When a District Judge is appointed officiating (not substantive *pro tem.*) Judge of a High Court, he is neither on leave without pay, nor the substantive incumbent of any office other than the District Judgeship. No other officer, therefore, can be appointed substantive *pro tem.* to that District Judgeship. An officer who, while officiating as a Judge of the High Court, is appointed to be a Judge of the High Court, becomes a Judge from the date of his Letters Patent, and from that date he ceases to have a lien upon his former substantive appointment.

[See also C.S.R.—543, Rule I.]

Page 35.—*Insert* the following as paragraph 4-A under

[C.S.R.—90]

4-A. Sub. *pro tem.* appointments are admissible in the case of all temporary transfers to foreign service whether they last for six months or not, as the officers are treated as *transferred* and not *deputed*. G.I., F.D., No. 6355-P., 20-11-1906.

[VI, 6-4-19]

Page 34.—*Add* the following in continuation of paragraph 8 as inserted by the first list of corrections, dated 6th June 1918, under

[C.S.R.—89]

The above concession has been extended to the civilian clerks employed in divisional offices for the supervision of the accounts of Indian units and depots. G.I., Army Dept., No. 1930, 11-2-19, commd. in G.O. No. 150, Finl., 21-2-19.

[VI, 6-4-19]

4. Only sub. *pro tem.* arrangements can be made in the place of an officer appointed to a higher appointment on probation. (Vide No. 46 of C.-G.'s decisions, Vol. I.) Case Godi. 1 of 1914–15.

Provincial Forest Service.

5. Sub. *pro tem.* promotions are not permissible in this service as an officer, who, under Article 90 of the Civil Service Regulations, is appointed sub. *pro tem.*, is on the same footing as an acting officer and one of the objects of the revision of the scale of emoluments of the Provincial Forest Service was the abolition of officiating promotions. S. of S.'s Desp. No. 118, Rev., 5-11-1915, commd. with G.I., F.D., No. 1293-C.S.R., 26-11-1915. Case No. G.A. 42-6 of 1915-16. G.O. No. 181, Rev., 27-1-1916, commg. G.I. (Rev. and Agri.) Cir. No. 2-F/213-3, 10-1-1916.

II.—Vacancy caused by suspension.

1. In all cases where, under the Civil Service Regulations, full pay is available, full pay may be granted, but in the Revenue Department if an officer be under suspension pending inquiry into his conduct, and it may be doubtful whether the whole of the pay attached to the permanent appointment will eventually be available for the acting incumbent, only acting allowances should be passed and the balance granted if available when the period of suspension ceases. B.P. No. 449, 10-3-1887.

III.—Joining time.

1. Joining time should be excluded in determining whether a period of deputation exceeds six months or not for the purpose of the note to Article 90, Civil Service Regulations. G.I. letter No. 108-P., Fin. and Com. Dept., 15-1-1903.

2. An officer who holds an appointment substantively *pro tempore* may be allowed to draw sub. *pro tem.* allowances while the substantive incumbent is in transit to join the appointment. G.I. No. 278-P., Fin., 21-1-1896.

IV.—Overstayal of leave.

1. Substantive *pro tempore* promotions are not permissible for the period of overstayal of leave under Article 229 (ii). G.I. No. 270-A., For., 25-4-1899, and No. 215-C., Fin., 22-4-1899.

2. In reply to a reference whether sub. *pro tem.* arrangements could be made in the place of an officer who is deputed on special duty for six months if within that period his permanent appointment is changed and he is transferred to a new office but still on deputation, the deputation in respect of each appointment being less than six months the Government of India held that sub. *pro tem.* arrangements are admissible in the office from which he was first deputed, from the date of his deputation to the date of his permanent transfer to the new office and only officiating arrangements in the second office. G.I., No. 3624-P., F.D., 28-6-1906.

[C.S.R.—94]

1. Assistant Inspectors of the Salt Department placed in charge of Inspectors' circles are entitled to an allowance of Rs. 50 per mensem. G.O. No. 509, Rev., 7-6-1906,

This allowance is treated as a charge allowance under this article and therefore as part of an officer's salary, but it should not be drawn by officers on privilege leave.

[C.S.R.—95]

G.O. No. 174, Finl., 28-4-1909.

1. The heads of departments mentioned below are, in so far as officers of the Provincial and Subordinate services under them are concerned, empowered to assign to an officer appointed to be in charge of the current duties of an office independently without retaining charge of his own office, a charge allowance of less than the amount admissible under Article 94 or of granting him for special recorded reasons the full acting allowance that would be admissible if he were appointed to officiate in the office :—

The Honourable the Judges of the High Court.
The Board of Revenue (all departments).
The Chief Engineer, Public Works Department.
The Inspector-General of Police.
Do. of Prisons.
Do. of Registration.
The Surgeon-General.
The Director of Public Instruction.

SECTION II.—MAXIMUM AND MINIMUM SALARIES.

[C.S.R.—96]

G.I. No. 2959, Fin., 13-7-1891.

1. The minimum salary of an officer who holds no substantive appointment while officiating in an appointment which belongs to a graded class is half the average pay of the grades. But the minimum salary of an officer who has a substantive appointment is half of the pay of the lowest grade of the class in which he officiates. In this case Article 141 is not applied for the purpose of determining the minimum salary of the officiating officer.

G.I. No. 109-C.S.R., F.D., 12-2-1913.

2. See also paragraph 6 under Article 141.

SECTION III.—PRIVILEGE LEAVE VACANCIES.

[C.S.R.—98]

G.I. No. 438, H.D., 2-9-1903, commd. with G.I. No. 6590-P., F.D., 28-10-1903.

1. The provisions of this article should not be confined to privilege leave vacancies only. The principle underlying the orders contained in paragraph 9 of Government of India, Home Department, Resolution No. 224-240, dated 25th January 1901, affects all short vacancies of whatever description, and they should be held to cover all vacancies not exceeding six weeks in duration.

Page 36.—*Insert* the following as paragraph 2 :—

G.O. No. 317, Finl., 29-3-1920.

2. The Inspector-General of Police is empowered to place an Assistant or Deputy Superintendent of Police in charge of a district with a charge allowance subject to the condition that such arrangements should be immediately reported to Government for ratification.

[XVII, 9-4-20]

Chapter VI.—Acting Allowances: Rules for Calculation.

SECTION I.—INDIAN CIVIL SERVICE AND OTHER SPECIAL SERVICES.

Extent of Application.

[C.S.R.—105, Rule (3)]

1. The following is a list of appointments in the Provincial Services referred to in rule 3 under Article 105:— G.I. No. 3334-P., F.D., 3-7-1909.

Magistrate and Collector.
District and Sessions Judge.
Secretary to the Board of Revenue.
Under Secretary to Government.

[C.S.R.—108 (a)]

1. The term "actual residence in India" as used in Article 108 (*a*) includes all periods of privilege leave whether spent in or out of India. G.I. No. 5246-P., F.D., 11-10-1901.

[C.S.R.—111 to 113]

1. The allowances of a military officer officiating as Assistant Resident, Travancore and Cochin, should be regulated under Articles 111 to 113 of the Civil Service Regulations. Telegram from the G. of I., Foreign and Political Dept., No. 1144-D., 2-3-1914, commd. in G.O. No. 132, Pol., 5-3-1914. G.A. 42-3 of 1913-14.

[C.S.R.—114 & 115]

1. The salary of an officer officiating in the Bacteriological Department should be regulated under Articles 114 and 115, Civil Service Regulations. G.I. No. 46-C.S.R., F.D., 9-5-1912.

[C.S.R.—115 (a), Note]

1. The term "Civil Surgeon" appearing in this note includes officers holding the appointments of Physicians and Surgeons of Presidency State Hospitals. G.I. No. 297-C.S.R., F.D., 18-1-1911.

SECTION III.—PUBLIC WORKS—RAILWAY AND INDIAN AND INDO-EUROPEAN TELEGRAPH DEPARTMENT.

[C.S.R.—117]

1. The promotion of officers of the late Superior Accounts Branch of the Public Works Department from class to class in temporary vacancies due to the absence of officers on leave or on deputation G.I. No. 4435-F.E., F.D., 28-7-1911.

should, in future, be regulated by the rules applicable to officers of the late Enrolled list of the Finance Department. The practice of giving temporary promotions under Article 117 of the Civil Service Regulations to officers of the late Superior Accounts Branch of the Public Works Department in vacancies caused by the absence of officers on furlough, leave on medical certificate or special leave should therefore cease.

G.I., P.W.D., Circular No. III, P.W., 4-3-1915, commd. in G.I. No. 339-C.S.R., F.D., 19-3-1915. G.A. 43-8 of 1914-15.

2. An Assistant Engineer holding divisional charge, who proceeds on privilege leave either by itself or combined with other leave, shall, during his privilege leave, continue to draw the pay and officiating allowance he was drawing prior to his taking leave, so long as there is any Assistant Engineer junior to him holding divisional charge.

[C.S R.—124 (b)]

Lr. No. 238-E.D., 7-9-1910, from the C.G. (P.W. file No. 109, Vol. II, page 305).

1. As the Engineer establishment is a 'self contained service,' i.e., one which has a reserve for absentees, no subordinate can ordinarily be appointed to officiate as an Assistant Engineer. If, however, the number of Engineer officers present on duty in the province is less than the sanctioned scale of posts to be held by Engineers, then a number of subordinates equivalent to the deficiency may act as Assistant Engineers at the discretion of the Local Government under Article 124 (*b*) of the Civil Service Regulations.

Veterinary Officers.

[C.S.R.—138]

S. of S.'s Desp. No. 173, Rev., 11-12-1914, commd. in G.I., F.D., No. 54-C.S.R., 5-1-1915, and G.O. No. 294, Rev., 3-2-1915. G.A. 40-2 of 1914-15.

1. The Government of India have been empowered to sanction the grant of an officiating allowance of Rs. 250 per mensem to a member of the Indian Agricultural Service who may act as Director of Agriculture.

SECTION VII.—OTHER OFFICERS.

Extent of Application.

[C.S.R.—139]

G.I. No. 5874-P., F.D., 9-10-1902.

1. The fixed allowances named in Article 139 are not subject to the general rule of maximum and minimum salary laid down in Article 96 of the Civil Service Regulations.

G.I. No. 5559-P., F.D., 22-10-1902.

2. The fixed allowances mentioned in this article cannot be exceeded even when the appointment which an officer temporarily holds is substantively vacant; the only advantage in this case being that the allowance is not subject to reduction under the operation of the proviso in this article.

G.I. No. 4878-P., F.D., 7-9-1905.

3. The expression "the pay of the officer" which occurs in the second line of the proviso to Article 139 should be construed to mean in the case of an officer transferred to Foreign Service, the pay which would have accrued to the officer had he remained in Government service and not been transferred to Foreign Service.

4. The provisions of Article 139 of Civil Service Regulations should not be applied so as to give an officer (*a*) if appointed to act in a particular grade of the Provincial Educational Service, salary in excess of the pay he would receive on being confirmed in that grade, and (*b*) if appointed merely to act in the Provincial Educational Service, no particular grade being specified, salary in excess of the pay of the officer for whom he acts. G.I. No. 1229-P., Fin., 28-2-1906.

5. The Government of India have sanctioned the grant of acting allowance at the rate of Rs. 100 per mensem to Assistant Inspectresses of Girls' Schools, while acting in the posts included in the Indian Educational Service. G.I., F.D., No. 1269-C.S.R., 20-11-1915, and G.O. No. 1297, Edl., 29-11-1915. G.A. 30-2 of 1915-16.

This article is not, however, applicable to Sub-Assistant Inspectresses acting as Assistant Inspectresses, as appointments of the former class are not included in the Subordinate Educational Service, nor are appointments in the latter included in the Provincial Educational Service.

Officers having a Substantive Appointment.

[C.S.R.—140]

Tahsildars, etc.

1. Tahsildars and other officers of similar status appointed as officiating or sub. *pro tem.* Deputy Collectors are given grade promotion whether substantive or sub. *pro tem* in their own service until they are confirmed in the superior service. In the case, however, of the sub. *pro tem.* promotion in the lower service of an officer who is already a sub. *pro tem.* Deputy Collector the officer concerned need not be formally promoted in his own cadre but his name should be moved up to the higher grade and should be shown there in italics to mark his position. G.O. No. 1327, Rev., 13-5-1908. S. of S.'s Desp. No. 152, Finl., 25-10-1907, commd. with G.I. No. 7058-P., F.D., 27-11-1907.

2. Subordinates belonging to the field establishment of a Survey or Settlement party, Revenue Inspectors and Land Records Inspectors are exempt from the operation of the proviso to this article. G.I. No. 4407-F.O. & A., F.D., 22-8-1910. G.O. No. 2911, Rev., 3-9-1910. G.I. No. 1049-C.S.R., F.D., 16-2-1912. G.O. No. 374, Rev., 10-2-1912.

Jailors.

3. Jailors of Central and District Jails, respectively, in the Madras Presidency should, with reference to Articles 29 and 140 of the Civil Service Regulations, be held to form distinct classes. G.I. letter commd. in M.G. No. 1395, Judl., 8-7-1893. M.G.O. No. 927, Judl., 24-6-1901.

Warders.

4. The three grades of head warders and the three classes of warders in the Jail Department shall be deemed to belong to distinct classes for the purposes of Articles 140 and 147 of the Civil Service Regulations. G.I. No. 639, H.D., 24-10-1902, commd. with G.I. No. 5852-P., F.D., 3-11-1902.

Appraisers.

G.I. No. 435-C.S.R., F.D., 17-8-1912.

5. The appointments of the several grades of appraisers (including the Head Appraiser and Auditor in the Madras Custom-house) are treated as different classes of appointments and not as several grades of the same class.

Amins of Civil Courts.

Registrar, High Court, No. 2881-12, 1-11-1912.

6. Amins of Civil Courts are divided by the Statutory Process Service Rules (page 642, Part I of the *Fort St. George Gazette*, dated 26th August 1890) into three distinct classes. The proviso under the article does not therefore apply to them.

[C.S.R.—141]

1. In the case of sub. *pro tem.* promotions, the provisions of this article do not apply, and the allowances regulated by Article 90 may be passed.

G.I. No. 4998-P., Fin. and Comce., 5-8-1904.

2. In the case of progressive appointments divided into grades the average of the minimum pay of the several grades should be taken as 'pay' for the purpose of calculating acting allowance under this article.

M.G.O. No. 318, Finl., 17-4-1905.

3. The appointments of Deputy Inspectors of Vaccination sanctioned by G.O. No. 667, Financial, dated 10th October 1904, shall be treated as graded appointments in the same class within the meaning of Article 29 of the Civil Service Regulations, acting promotions from grade to grade being inadmissible under the proviso to Article 140, Civil Service Regulations.

G.I. No. 1821, F.D., 8-7-1886, Nos. 12, 820 and 988, 25-2-1887.

4. There are two definitions of the term "pay of the appointment" given in the Civil Service Regulations—one a general and the other a special definition. The general definition is given in Article 39 which declares that the 'pay of an appointment is the pay which any particular officer would receive if he held the appointment substantively.' The special definition is given in the explanation to Article 141, which declares that the pay of an appointment which belongs to a graded class, and is not such as is described in clause 4, Article 104, viz., an appointment which is open to, and may in practice be held by, a Covenanted Civil Servant or a Military officer, is 'the average pay of the grades calculated without reference to the number of appointments in each grade.' The special definition must be treated as an exception to the general definition only for the purpose of calculating acting allowances under Articles 141 and 144, and for no other purpose; and if it is necessary to apply the provisions of Article 96, the general definition of the term 'pay of appointment' must be used.

G.I. No. 4378-C.S.R., F.D., 15-7-1911.

5. A Local Fund teacher appointed to officiate in a graded appointment in the Provincial Educational Service should for the purposes of Article 141 of the Civil Service Regulations be treated as an officer belonging to the Education Department and not as an officer belonging to another department.

6. The Government of India have ruled in connection with a reference from the Bengal Government that the provisions of Article 141 of the Civil Service Regulations will not apply to officers appointed to officiate in the Subordinate and Lower Subordinate Educational

services in Bengal and that for the purposes of the acting allowance rules the pay of an appointment in these services shall be the pay actually drawn by the officer in whose place the acting appointment is made.

The above ruling may be applied to members of the Educational Department of this Presidency with the sanction of the Local Government. G.I. No. 109-C.S.R., F.D., 12-2-1913.

7. Under the sanction of the Government of India the Local Government have ruled that in cases in which the allowance of Rs. 30 per mensem that may ordinarily be sanctioned by the Superintending Engineer under Article 141, Civil Service Regulations, to an officiating Lower Subordinate, is not considered sufficient, the provisions of Article 141, Civil Service Regulations, will be held not to apply to the Lower Subordinate establishment of the Madras Public Works Department and that for the purpose of the acting allowance rules, the pay of an appointment in that establishment will be fixed by the Local Government according to their discretion, at a sum not exceeding the pay actually drawn by the officer in whose place the acting arrangement is made. This concession applies only in the case of substitutes without a substantive appointment officiating in a temporary vacancy occurring in any grade up to the maximum grade of Rs. 80. G.I., F.D., No. 41-C.S.R., 17-1-1914, and G.O. No. 767 W., 6-4-1914. Case T./R. 1-3 of 1913-14.

The above is also applicable to the Lower Subordinate establishment, Public Works Department, serving in Coorg.

NOTE.—The Government of India have authorized the Madras Government to delegate, at their discretion, to Superintending Engineers in Madras the power at present exercised by them to fix the acting allowances of a sub-overseer without a substantive appointment officiating on the permanent Lower Subordinate establishment at a sum not exceeding the pay actually drawn by the subordinate in whose place the acting arrangement is made. G.I. No. 969-E.B., P.W.D., commd. with Finance Endt. No. 1058-C.S.R., 13-10-1914. Spl. P.W. 1-3 of 1913-14-15.

The Madras Government have accordingly delegated to Superintending Engineers the power to fix the acting allowance of a sub-overseer without a substantive appointment officiating in a permanent Lower Subordinate establishment at a sum not exceeding the pay actually drawn by the subordinate in whose place the acting arrangement is made. G.O. No. 2115 W 6-11-1914. Spl. P.W. 1-3 of 1913-14-15.

The Chief Commissioner of Coorg who has similarly been authorized to delegate his power, has delegated his power to Superintending Engineer, IV Circle, Coimbatore. Proceedings of Chief Commissioner, Nos. 3138-3141, 17-11-1914. Spl. P. W. 1-3 of 1913-14-15.

Medical Appointments.

[C.S.R.—143]

1. A Military Assistant Surgeon in permanent independent medical charge of a civil station may count for increments, under Article 143 of the Civil Service Regulations, any period during which he was diverted from his ordinary duties by deputation on special plague duty. G.I. No. 2608-P., F.D., 17-5-1901. M.G. No. 552, Pub., 1-6-1901.

2. Warrant Medical officers in independent medical charge of Civil Stations are entitled to count leave with allowances as service qualifying for quinquennial increments. G.I. No. 1723-P., F.D., 22-3-1905.

[C.S.R.—143, Note]

G.I., F.D., No. 187-C.S.R., 5-3-1914. G.A. 34-4 of 1913-14.

1. A Military Assistant Surgeon officiating as a Civil Surgeon is entitled to draw, in addition to his substantive pay under paragraph 398, Army Regulations, India, Vol. I, an acting allowance calculated under Article 105, Civil Service Regulations, on the pay which would be admissible to him if he were appointed substantively to the post of Civil Surgeon.

G.I., Fin. Dept., No. 689-C.S.R., 19-7-1916; G.O. No. 2 Medl., Mis., L. and M. (Medl.), 4-8-1916.

2. Senior Military Assistant Surgeons with the honorary rank of Major (or Captain) and Lieutenant officiating as Civil Surgeons should receive a special acting allowance of Rs. 50 and Rs. 100 a month in addition to their substantive pay of Rs. 450 and Rs. 350, respectively. They will, on confirmation, draw pay at the same rates (i.e.) Rs. 500 and Rs. 450 a month, respectively, till they qualify by length of service for one of the higher rates mentioned in article 143 (*a*), Civil Service Regulations.

[C.S.R.—144]

G.I. No. 1429, H.D. (San.), 24-8-1909, commd. with G.I. No. 4382-F.O. and A., F.D., 30-8-1909. M.G. Finl. Endt. No. 3200-1, 10-9-1909, commg. G.O. No. 1094, L. and M., 8-9-1909.

1. The words "full pay of the appointment" in Article 144 mean, in the case of an appointment on progressive pay, "the minimum pay of the appointment."

Appointments on less than Rs. 100.

[C.S.R.—147]

G.I. No. 32, F.D., 3-1-1890.

1. The meaning of the term "pay of the appointment" in Article 147 (ii) of the Civil Service Regulations is that given in the definition of that term in article 39.

[C.S.R.—147 (III), Note (1)]

G.I. No. 979-P., 23-2-1909. G.O. No. 115, Finl., 13-3-1909.

The Madras Government have accordingly delegated the power to the following :—

1. The Honourable the Chief Justice of the High Court.
2. The Board of Revenue (all Departments).
3. The Inspector-General of Police.
4. Do. of Prisons.
5. Do. of Registration.
6. The Agents to the Governor in Ganjām and Vizagapatam and the Government Agent, Gōdāvari, so far as the Agency tracts are concerned.
7. The Director of Public Instruction and Commissioner for Government Examinations.
8. The Chief Engineer, Public Works Department.
9. The Surgeon-General.

G.O. No. 622, Finl., 9-10-1912.

10. Collectors.

G.O. No. 623, Finl., 6-9-1913.

11. The Sanitary Commissioner.

Page 43.—*Add* the following to the list of officers under

[C.S.R.—147 (iii), Note 1]

District Registrars in respect of appointments which they are themselves competent to make. G.O. No. 166, Finl., 1-3-1919.

[VI, 6-4-19]

12. The Director of Agriculture. 13. Do. of Survey. 14. Do. of Land Records. 15. The Superintendent, Civil Veterinary Department. 16. The Principal, Veterinary College. 17. The Registrar, Co-operative Societies. 18. The Special Settlement officer.	G.O. No. 789, Finl., 11-11-1913.
19. The District and Sessions Judges.	G.O. No. 772, Finl., 26-10-1914. T.M. 1-8 of 1914-15.
20. The Collector of Customs, Madras.	G.O. No. 919, Finl., 10-12-1914.
21. The Director of Industries.	G.O. No. 922, Finl., 10-12-1914.
22. Heads of Police offices.	G.O. No. 279, Finl., 20-5-1916.
23. The Presidency Port Officer (including the Office of Agent for Government Consignments).	G.O. No. 12, Finl., 7-1-1916.
24 The Port Trust Board (in respect of employees of the Madras Port Trust Fund).	
25. Revenue Divisional officers in respect of appointments which they are themselves competent to make.	
26. The Deputy Commissioners of the Salt and Abkári Departments in respect of appointments which they are themselves competent to make.	G.O. No. 152, Finl., 13-3-1917.
27. Superintending Engineers.	G.O. No. 636, Finl., 31-10-1916.
28. Treasury Deputy Collectors in respect of appointments which they are themselves competent to make.	G.O. No. 167, Finl., 17-3-1917.
29. The Comptroller and Auditor-General, Head Commissioner of Paper Currency, Accountants-General, and Commissioners of Paper Currency have been authorized to grant exemptions under Article 147 (3) in respect of establishments subordinate to them.	G.I., F.D., No. 1524 F.O. & A., 23-3-1909. G.I., F.D., No. 43-C.S.R., 5-1-1911.

Chapter VII.—Regulation of Progressive Salaries.

Limitation.

[C.S.R.—149]

G.I. letter No. 5248-P., Fin., 18-10-94.

1. The special orders required by Article 149 are the orders of the authority which is competent to sanction the pay if it rose regularly by five annual increments, and an order sanctioning a proposition statement is not a special order, unless it specially mentions the point of the pay rising from the minimum to the maximum by less than five equal yearly increments and passes an order upon that point.

G.I., C. and I. No. 13697-12, 17-8-15, commd. in F.D. No. 981-C.S.R., 21-8-15. G.O. No. 2031, Judl., 27-8-15. G.A 45-10 of 1914-15-16.

2. The Government of India have ruled that the appointments of the Inspector and Assistant Inspector of Factories on pay Rs. 700—30—1,000 and Rs. 400—30—700 should be considered to be on progressive pay (and not on time-scale).

G.I., Finl. Dept., No. 1175-C.S.R., 5-12-16, commd. in G.I., Home (Edl.) Dept., No. 1012, 20-11-16. G.O. No. 1289, Home Dept., 1-12-16.

3. The Government of India have ruled that the officers of the Indian Educational service are on a "time-scale of pay."

[C.S.R.—150]

G.O. No. 447, Finl., 16-7-1904.

The following rules should be followed in determining the average cost of appointments on progressive pay:—

I. *When the increment is annual and the period of rise is five years,* the rule in note 2 to Article 57 of the Civil Account Code (Article 150 of the Civil Service Regulations) shall be applied, viz.,

The average monthly cost will be taken in the case of ministerial appointments at the minimum *plus* three-fourths, and in the case of other than ministerial appointments at the minimum *plus* two-thirds, of the difference between the minimum and the maximum.

II. *When the increment is annual or biennial and the period of rise is above five years,* the following principles shall be followed:—

(*a*) In the case of ministerial appointments—

Value = minimum + $\left(\frac{3}{4} - \frac{x}{60}\right)$ of the difference between maximum and minimum.

(*b*) In the case of other than ministerial appointments—

Value = minimum + $\left(\frac{2}{3} - \frac{x}{90}\right)$ of the difference between maximum and minimum,

where x represents the excess in the period of rise in years over five years when the increments are annual, or over four years, when the increments are biennial.

III. *When the increments are other than annual or biennial, e.g., half-yearly,* the value shall be taken at the average of twelve years in -

the case of ministerial appointments, and of nine years in the case of non-ministerial appointments, as illustrated below :—

(a) Ministerial appointment Rs. 300—10—400 where increment is every half-year.

Value = Rs. (300 + 310 + 320 + 330 + 340 + 350 + 360 + 370 + 380 + 390 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400 + 400) ÷ 24 = $\frac{9050}{24} = 377\frac{1}{12}$.

NOTE.—If, in these cases, the maximum cannot be reached before the expiry of the twelfth year in the case of ministerial appointments, and before the expiry of the ninth year in the case of non-ministerial appointments, the average value shall be taken at the mean between the maximum and the minimum. G.O. No. 106, Finl., 6-2-1905.

IV. *When the increment is less than five years,* the following method shall be applied :— G.O. No. 338, Pub., 5-5-1910, commd. with Finl. Endt. No. 3788, 5-9-1910.

(a) In the case of ministerial appointments—

Value = minimum + $\left(\frac{3}{4}+\frac{x}{20}\right)$ of the difference between the maximum and the minimum.

(b) In the case of other than ministerial appointments—

Value = minimum + $\left(\frac{2}{3}+\frac{x}{15}\right)$ of the difference between the maximum and the minimum.

NOTE.—The cases of time-scale appointments should be treated in the same way as other appointments on progressive pay, but the calculation should, in such cases, be confined to the period during which the incumbent holds a particular rank.

V. The average cost of an Indian Educational Service appointment should be taken as Rs. 850 [i.e., Rs. 800 (pay) + Rs. 50 (exchange compensation allowance)]. G.I. letter No. 1656, 2-9-1913, commd. in G.O. No. 855, Edl., 15-9-1913. G.A. 29-7 of 1913-14.

[C.S.R.—151]

1. A constable who has retired on an invalid or on a compensation pension and is subsequently re-employed should if his previous service counts for pension under Articles 514 and 519 of the Civil Service Regulations, count such service for future increments. G.I. No. 2492-F.O. & A., F.D., 18-5-1909.

2. Officers temporarily appointed to the Indian Educational Service for more than a year draw the annual increments belonging to their posts whether or no they eventually obtain a permanent appointment. S. of S.'s Desp. No. 152, Pub., 23-8-1912, commd. with G.I. No. 583-C.S.R., F.D., 13-9-1912; G.O. No. 1043, Edl., 25-11-1912.

[C.S.R.—152]

1. Inspectors and Inspectresses of Schools and heads of Colleges sanction the increments of all non-gazetted officers under them. G.O. No. 473, Finl., 30-7-1912, and G.O. No. 16, Finl., 7-1-1913.

2. All officers who have been declared for the purpose of the Civil Service Regulations to be "heads of departments" have power to withhold periodical increments of all non-gazetted officers under their control, who are classed neither as ministerial nor as menial officers. G.O. No. 802, Finl., 4-11-1914.

Acting Allowances.

[C.S.R.—155]

Fragment of Month not to count.

1. So long as the acting allowance is the subject of calculation under Article 155 (c) (ii), the pay of the two appointments must be G.I. letter No. 1185-P., F.D., 18-8-1895.

taken at their respective minima, and the acting allowance cannot be allowed to exceed the difference between them. But when the acting allowance thus arrived at proves less than the acting allowance under Article 105 (ii), the latter should be taken as a lump sum acting allowance, subject to the limit of the maximum salary.

G.I. No. 3559-P., F.D., 26-7-1895.

2. An officer officiating in a progressive appointment is not entitled under Article 155 (*c*) to salary higher than the substantive pay to which he would be entitled under Article 157 if he had been appointed substantively to it (vide Article 96).

G.I. No. 3887-P., Fin. and Com., 20-6-1904.

3. Officiating service rendered in appointments in the same department carrying identical rates of pay and increments such as those mentioned in Article 157-B of the Civil Service Regulations shall be considered as service rendered in the same appointment within the meaning of the note under clause (*c*) of this article and shall be allowed to count for increments.

G.I. No. 3559-P., Finl., 26-7-1895; G.I. No. 1936, Fin., 21-4-1890.

4. An officer whose substantive pay is progressive and who acts in an office of which the pay is progressive is not entitled to increments in respect of his officiating appointment until he draws as salary the minimum pay of that appointment for one year, as Article 96 restricts him to the minimum pay of his officiating appointment for one year and debars him from receiving a higher salary while officiating in an appointment than he would have been entitled to under Article 157 (*a*) had he been appointed substantively thereto.

C.G.'s letter No. 1443-E., 644-14, 7-8-1915. G A. 42-4 of 1914-15.

5. In regulating the salary of an officiating officer whose substantive pay is fixed or progressive and who officiates in an appointment of which the pay is progressive, the maximum pay admissible should be fixed with reference to Article 96 read with Article 39, Civil Service Regulations, and must, therefore, be restricted to what he would draw if he were confirmed in the appointment.

For example, in the case of an officer drawing Rs. 1,200 in an appointment of Rs. 1,200—50—1,400 and who officiates from 1st January 1915 on an appointment on Rs. 1,500—60—1,800, the allowances will be as follows :—

			Maximum.	Salary admissible.
		RS	RS.	RS.
1st January 1915	...	1,200 + 300	1,500	1,500
1st January 1916	...	1,250 + 300	1,550	1,550
1st January 1917	...	1,300 + 300	1,550	1,550

C.-G.'s letter No. 1443 E/644-14, 7-8-15. G.A. 42-4/14-15.

And he will never draw more than Rs. 1,550. The absence of any increase in the maximum salary on 1st January 1917, is due to the fact that under Article 157 (*b*), Civil Service Regulations, the officer would, if confirmed on that date, be entitled to Rs. 1,550 only as initial pay and he cannot therefore be given more than that amount for as long as he officiates in the higher appointment—*vide* Articles 96 and 39, Civil Service Regulations.

C.-G.'s No. 443-A. & A./173-16, 5-5-1916.

NOTE.—This ruling is of general application and has effect from 7th August 1915, the allowances of officers who had begun to act before that date being revised with effect from that date.

G.I. No. 4040-P., Finl., 30-7-1891.

6. When an officer is appointed to officiate in another appointment in addition to his own duties, under Article 168, Civil Service

Regulations, he does not cease to count the time towards increments in his main appointment, although his salary for the time may be regulated by the pay of the other appointment.

7. Under clause (i) of 155 (*c*), Civil Service Regulations, an officer is entitled to his substantive pay and clause (ii) only regulates anything additional to that. Consequently clause (i) should not be applied subject to clause (ii) when the effect would be to give an officer salary less than the amount of his substantive pay. G.I., F.D., No. 3048-P., 17-5-1907.

[C.S.R.—156]

1. An officer holding no substantive appointment on a permanent establishment, appointed substantively *pro tem.* on such an establishment, may draw the increments attached to his post, in the ordinary course. Under Article 156 (*a*) he must begin on the minimum pay of the appointment, but his progression continues thereafter whether he is confirmed or not. The officer is substantive for the time being, and on confirmation the increments of the appointment will accrue to him, as if no change had been made in his tenure of the appointment. G.I. No. 6090-P., F.D., 30-10-1906.

[C.S.R.—157]

1. An officer who is promoted or transferred permanently to an appointment on progressive pay in which he has already officiated cannot count, for increments in the new appointment, any period during which his salary while acting in it fell short of the minimum pay, and draws when confirmed the minimum pay of the appointment. G.I. No. 792-P., F.D., 8-2-1908.

2. The officiating service of a Civilian officer officiating in class II of the enrolled list of the Finance Department and drawing Rs. 1,000 as special minimum counts towards increment on his confirmation. C.-G.'s No. 5042, 25-2-1911.

[C.S.R.--157, Note]

1. The note to Article 157 should not be held to limit the salary admissible to an officer who is substantive *pro tempore* in a permanent vacancy. Such an officer should be allowed to draw the increments of his sub. *pro tem.* appointment regularly as if he held the appointment substantively. When the officer is confirmed in the progressive pay appointment, any period of officiating service in that appointment on salary less than the minimum pay of the appointment occurring between periods of sub, *pro tem.* service in the same appointment with salary equal to a stage in the pay of the appointment does not act as a bar to the preceding terms of sub. *pro tem.* service being reckoned towards increments. G.I. No. 2996-P., Fin. and Com., 4-6-1902; G.I. No. 3084-P., F.D., 30-5-1908; G.I. No. 4630 E.O., Fin., 6-8-1908.

[C.S.R.—157-A]

1. If the officer has already held the appointment sub. *pro tem.*, his salary when last holding the appointment sub. *pro tem.* will be the "pay immediately prior to the transfer for the purpose of this article, and the sub. *pro tem.* service on that salary will count for increments in the corresponding or next lower stage according as the case falls under (*a*) or (*b*)." C.-G.'s letter No. 390 T./A. & A., 16-9-1915. G.A. 42-4 of 1914-15-16.

NOTE.—This concession is admissible only in the case of officers to whom the Government of India are competent to sanction an increase of remuneration equivalent to the amount involved by the application of the above rule.

Time spent on Leave.

[C.S.R.—159]

G.I. letter No. 4920-P., F.D., 29-9-1900; G.I. No. 3817-P., F.D., 15-6-1907.

1. The period not exceeding a week by which an officer may overstay his privilege leave, subsidiary leave or joining time should, if the service would otherwise count, be reckoned towards the increments of appointments on progressive pay.

G.I. No. 3132-P., Fin., 19-7-1897.

2. Time spent on privilege leave does not count as service for increment in the case of a progressive local allowance.

Time under Suspension or on Foreign Service or Special Duty.

[C.S.R.—160]

G.I. No. 684, F.D., 7-2-1883; G.I. No. 4854-P., F.D., 7-11-1898.

1. An officer, while temporarily employed on special duty outside his ordinary work, is debarred from counting his service on the temporary duty for increments in his permanent post. The reason for this is that, while so employed, he is not, as a rule, acquiring the additional experience for which the incremental pay of his substantive post is granted.

G.I. No. 8010-P., Fin., 19-12-1904.

2. But, if such additional experience is being acquired by the service in the temporary employment, such temporary service may be allowed to count for increments in the officer's permanent post, the question whether a period of deputation should or should not be allowed to count for increments in an officer's substantive appointment is one for the decision of the Local Government under whose orders the officer was placed on special duty.

3. See rules under Civil Service Regulation—787 (Fifth edition).

[C.S.R.—160-A]

For orders regarding officers under training see Appendix D.

[C.S.R.—160-B]

G.I. No. 58-C.S.R., F.D., 9-1-1912, commg G.I., Rev. and Agri., No. 1165-F., 290-2, 9-12-1911; G.O. No. 36, Rev., 8-1-1912.

1. An officer promoted from the Subordinate Forest Service to the Provincial Forest Service shall count all periods, whether continuous or broken, of probationary service as Extra Assistant Conservator of Forest towards increments under the time-scale of pay, but the probationary service of an officer appointed direct to the Provincial Forest Service as Extra Assistant Conservator of Forests does not count.

2. The Government of India have ruled that personal allowances drawn by officers of services to whom a minimum time-scale of salary applies should be held to be merged in the time-scale salary, while settlement and other special and local allowances should stand outside it.

G.I. H.D., 573-584, 3-5-1915 and F.D., 695-E.B., 13-5-1915. G.A. 42-9, 14-15-1916.

3. It is an inherent element in all time-scales that increments may be withheld for indifferent work. An officer who would not have officiated in a superior post or in a higher grade as a result of punishment or inefficiency is not entitled to draw in the time-scale more than the salary to which he has been restricted.

No. VII.

Page 48.—*For* rules 1 and 2 under article 160 *substitute* the following :— G.I., Fin. Dept., letter No. 298-C.S.R., 8-4-1919.

1. An officer on progressive pay deputed to a temporary appointment should not be deprived of his increments merely by reason of his deputation.

[VII, 10-5-19]

Chapter VIII.—Combination of Appointments and Salaries.

Charge of Current Duties.

[C.S.R.—161]

1. When the pay of an appointment is not fixed but depends on the rank of the officer holding it for the time being, charge allowance should be calculated with reference to the rule in Article 39. G.I. No. 523-P., Fin., 31-1-1896.

2. The last sentence of Article 161, Civil Service Regulations, fixing a minimum charge allowance of Rs. 100 per mensem does not apply to the appointments of Assistant Superintendent and District Superintendent of Police. G.I. No. 5660-P., F.D., 13-10-1905.

3. The Board of Revenue is empowered to sanction charge allowance to Inspectors of the Salt, Abkāri and Customs Department when temporarily placed in charge of subdivisions. G.I. No. 1236-P., Fin. and Com., 4-3-1903. G.O No. 234, Finl., 20-3-1903.

4. Local Governments are empowered to grant charge allowances to officers of the Civil Veterinary Department serving under their orders, when such allowances are admissible under rule [see also paragraph 4 under C.S.R. 169]. G.I. No. 3327-P., F.D., 29-5-1907. G.O. No. 1393, Rev., 5-6-1907.

5. The charge allowance of Rs. 100 prescribed in Article 161 is admissible in full to a Native of India holding charge of an appointment reserved for a Member of the Indian Civil Service. G.I. No 3972-P., Fin., 7-8-1894.

6. For the powers of the Administrative Department of the Madras Secretariat to sanction charge allowances, see paragraph 13 under [C.S.R.—81].

7. Local Governments and Administrations are empowered to grant a charge allowance of Rs. 100 per mensem to any Second Superintendent, Civil Veterinary Department, who is appointed to hold charge of the current duties of the office of the Superintendent, in addition to his own duties. S. of S.'s Desp. No. 158, Rev. 26-12-1913, commd. with G.I., F.D. No. 60-C.S.R., 22-1-1914. G.A. 42-6 of 1913-14.

8. The Government of India have been empowered to sanction the grant of a charge allowance up to Rs. 150 per mensem to a member of the Indian Agricultural Service who may hold charge of the current duties of a Director of Agriculture in addition to his own. S of S.'s Desp. No. 173, Rev., 11-12-1914, commd. in G.I., F.D., No. 54-C.S.R., 5-1-1915 G.O. No. 294, Rev., 3-2-1915. G.A. 40-2 of 1914-15.

[C.S.R.—164 (A)]

G.I. No. 1491-E.A., F.D., 5-3-1912. G.O. No. 449, Judl., 19-3-12.

1. A local allowance of Rs. 10 per mensem is granted to all Probationary Sub-Registrars when placed in charge of Sub-Registry offices.

G.O. No. 146, Judl., 1-2-1912.

This allowance is payable to the Probationary Sub-Registrars even when the Sub-Registrars are only absent on tour or casual leave.

[C.S.R.—166]

G.O., No. 174, Finl., 28-4-1909.

1. The heads of departments, mentioned below are, in so far as officers of the *Provincial* and *Subordinate* services under them are concerned, empowered to grant to an officer placed in charge of the current duties of an office, the local allowance attached to the office :—

The Honourable Judges of the High Court.
The Board of Revenue (all Departments).
The Chief Engineer, Public Works Department.
The Inspector-General of Police.
Do. of Prisons.
Do. of Registration.
The Surgeon-General.
The Director of Public Instruction.

Permanent Arrangements.

[C.S.R.—167]

G.I. No. 4361-P., Fin., 30-8-1894.

1. Private soldiers can be employed as church clerks without the special sanction of the Government of India.

Temporary Arrangements.

[C.S.R.—168]

G.I., F. and C. Dept. No. 328-Ex., 23-1-1903. Ind., G.A., 5023 of 1902-03. (Bombay). Case G.A. 42-2 of 1915-16.

1. An officer carrying on special duty in addition to the regular duties of his *own* office is not held to be on deputation within the meaning of Article 77, Civil Service Regulations, and no deputation allowance is admissible to him in such a case. Detachment from ordinary duties is held to be a condition precedent to the grant of a deputation allowance.

2. But if after having been detached on special duty he is appointed to act in *another* appointment in addition to his special duty, he may be allowed salary for both the duties calculated under Article 168 of the Civil Service Regulations.

G.I. No. 2284-P., Fin., 29-4-1903, copy recd. with letter No. Gaz. 767, 16-6-1906, from A.-G., Burma.

3. In the case of an officer holding an appointment under Government and appointed to act in an appointment under a Local Fund in addition to his own duties, the Local Fund should pay the extra allowance admissible under this article, the substantive pay being defrayed from the Provincial Revenues.

G.O. No. 174, Finl., 28-4-1909.

4. The heads of departments mentioned below are, in so far as officers of the *Provincial* and *Subordinate* services under them are concerned, empowered to appoint an officer to hold substantively, as a temporary measure, or to officiate in two or more independent appointments at one time; the emoluments being in this case regulated by clauses (i), (ii) and (iii) of the article :—

The Honourable the Judges of the High Court.
The Board of Revenue (all Departments).
The Chief Engineer, Public Works Department.

The Inspector-General of Police.
Do. of Prisons.
Do. of Registration.
The Surgeon-General.
The Director of Public Instruction.
The Director of Industries.

5. If a local allowance is sanctioned by the Government of India on the understanding that it shall be drawn by an officer who may perform the duties for which it is granted, the sanction of the Government of India will not be required a second time in the case of any particular officer to whom the Local Government may assign the duties. G.O. No. 922, Finl., 10-12-1914. Para. 1 (3) of G.I. Resn. No. 2662, F.D., 27-7-1882.

This rule covers only cases in which the grant of the local allowance is within the powers of sanction of the Government of India. When the allowance together with salary exceeds Rs. 750 a month, the sanction of the Secretary of State is required. G.I. No. 3366, F.O. & A., F.D., 5-7-1909.

Restrictions.

[C.S.R.—169]

1. The question whether any two appointments are "on the same establishment" turns not upon the status of the appointments but upon the nature of the duties to be performed in each. G.I. letter No. 125 $\frac{\text{H.D.}}{\text{Edn.}}$ 28-2-1895, commd. with G.I. No. 1783-P., F.D., 23-4-1895.

The following may be added to the examples under this article :—

An Assistant Inspector of Schools doing the work of an Inspector of Schools.

A Deputy Collector doing the work of an Assistant Collector.

An Assistant Secretary doing the work of an Under Secretary.

2. The appointments of Secretary to the Commissioner of Settlement, etc., and Director of Land Records are not on the same establishment for the purposes of Article 169. G.I. letter No. 1005-103-3, 18-5-1900, Rev. & Agrl.(L.R.), commd. in G.I. No. 2577-P., Fin., 25-5-1900. M.G. No. 586, Finl., 15-6-1900. G.I. No. 3705-P., F.D., 21-7-1900. M.G. No. 755, Rev., 30-7-1900.

3. An officer doing the work of his own subordinate in addition to his own should not get any extra allowance for the additional work, e.g., a Conservator of Forests performing the duties of a Divisional Officer subordinate to him in addition to his own is not entitled to any charge allowance. G.I. No. 6897-P., F.D., 1-11-1904.

4. Chief Superintendents of the Civil Veterinary Department in provinces where two or more Superintendents are employed are eligible for charge allowances when placed in charge of the circle of a junior officer in addition to their own duties. S. of S.'s Desp. No. 35, Rev., 20-3-1908, commd. with G.I. No. 2103-P., F.D., 16-4-1908. G.O. No. 1338, Rev., 13-5-1908.

5. No charge allowance is admissible to a Deputy Collector for holding charge of the division of a Head Assistant Collector or of a Sub-Collector in addition to his own duties. G.O. No. 174, Finl., 5-2-1887.

G.I. letter No. 4339-P., Fin., 16-10-1898.

6. In the case of a clerk on Rs. 150 appointed to do the duties of another clerk on Rs. 60 on leave on the same establishment, the Government of India held that Article 169, Civil Service Regulations, prevents the grant of charge allowance under Articles 161 and 162 as well as of an officiating allowance under Article 168 and that the clerk is not entitled to any extra allowance for the additional work.

G.I. letter No. 1977-P., 2-5-1899, commd. with the letter from the Acctt.-General, Bombay, No. G.A. D.-3632, 30-11-1905.

7. The combinations of charges specified in article 163 and Appendix 6 of the Civil Service Regulations do not come within the meaning of Article 169 of those Regulations.

Civil Surgeoncy.

[C.S.R.—170]

G.I. No. 371-F., Mily., 8-2-1898, commd. with G.I. No. 903-Ex., Fin., 22-2-1898.

1. Exchange compensation allowance is admissible on the allowance of Rs. 100 drawn by a Regimental Medical officer for charge of a civil station in addition to his own duty.

[C.S.R.—170, 171]

G.I. No. 903-Ex., Fin., 22-2-1898.

1. The allowances granted under Articles 170 and 171 are local allowances, and should be treated accordingly, but exchange compensation is admissible on the allowance given under Article 170.

[C.S.R.—172]

G.I. letter No. 78, 23-7-1915, recorded in G.O. No. 1988, Judl., 21-8-1915. G.A. 47-6 of 1915-16.

The provisions of Article 172, Civil Service Regulations, may be applied to cases in which the administrative and medical charges of a central jail are separated as a temporary measure.

[C.S.R.—173]

G.I. No. 2013, Army Dept., 15-6-1907, commd. with G.I. No. 6621-P., F.D., 29-10-1907. G.O. No. 1137, Judl., 24-6-1907.

1. The provisions of Article 173 of the Civil Service Regulations are extended to the case of a Military officer who is appointed temporarily to the charge of an Assistant Cantonment Magistracy (Cantonment Magistrates' Department) in addition to his own duties.

[C.S.R.—174]

G.I., F.D., No. 1353-C.S.R., 16-12-1913, to A.G., Punjab. G.A. 42-7 of 1913-14.

1. This article is intended to regulate the allowances for his civil duties of a Military officer appointed to *officiate* in a Civil office without being relieved of his military duties and cannot be applied to cases of substantive appointments, even if they are made as temporary measures.

The most satisfactory arrangement in such cases would be to give a special allowance for the civil duties, this allowance being debited to the army head. The same mode of adjustment should be followed as regards cases falling under article 174, Civil Service Regulations, viz., the whole military pay should be charged to the military estimates and the additional allowance granted under article 174, Civil Service Regulations, to the civil estimates.

***Page* 52.—*Add* the following as paragraph 8 :—**

S. of S. Desp. No. 121, Rev., 4-12-1919, commd. with G.I., Fin. Dept., Endt. No. 60, C.S.R., 19-1-1920.

In cases falling under this article the Government of India have been authorized to grant a duty allowance to an Indian Medical Service officer for the period he discharges the duties of another appointment in addition to his own work, so long as the present shortage of officers of the Indian Medical Service continues.

[XVII, 9-4-20]

Chapter IX.—Joining Time.

[C.S R.—175, 176]

Explanation.

1. No joining time is admissible in cases where the change of appointment does not involve an actual change of office. G.I. letter No. 3136-P., Fin., 29-6-1900.

2. Joining time is inadmissible in the case of City Police Sub-Inspectors under training at the Vellore School, on leaving the school to take up their duties in the City. G.O. No. 1064, Judl., 29-5-1913.

[C.S R.—175]

1. The rules regarding joining time contained in Chapter IX of the Civil Service Regulations are applicable to inferior servants. A.-G.'s decision, 5-7-1904, and B.P. F. No. 627, Mis., 21-7-1904.

Period admissible.

[C.S.R.—176, 177]

Change of Station.

1. When an officer dwelt at the same station before and after his transfer then his transfer should not be held to have involved a change of station within the meaning of Article 177. G.I. No. 2083-P., Fin., 8-5-1895.

2. A change of Ecclesiastical districts within a station is no "change of station" within the meaning of Article 177 to entitle an officer to the full joining time admissible under that Article. G.I. No. 2032-P., Fin., 8-5-1895.

3. When the transfer does not necessarily involve a change of residence, joining time should not be calculated under Article 177, but under Article 176. G.I. No. 2033-P., Fin., 8-5-1895.

Handing over charge.

4. Transfer of an office is not completed until the certificate of transfer of charge has been signed by both the relieving officer and the relieved officer. When once signed the relieved officer must be regarded as on joining time and must take charge of his new office before its expiry. Ordinarily the transfer should be completed before the expiry of the joining time of the relieving officer and it is his duty to arrive at the place of transfer in time to enable him within his joining time to complete the transfer. In cases in which the relieving officer does not sign the transfer certificate within this period, he should be treated as having exceeded his joining time. G.O. No. 633, Finl., 4-10-1906.

NOTE.—The period taken in the verification of coin balances by the currency officers before assumption of charge should be treated as on special duty. G.I., F.D., No. 110-F.E., 23-1-1915, commd. in C.-G.'s Endt. No. 233-E., 254-14, 3-2-1915. G.A. 15-3 of 1914-15.

G.I. No. 6366-P., Fin., 17-11-1905.

5. Joining time of a day is admissible when there is an actual change of office in the same station. It is for the Local Government to decide whether or not in any particular case there is a change of office.

Maximum.

G.O. No. 692, Finl., 29-9-1914. Tin. 9-1 of 1914-15.

6. Sub-Assistant Surgeons posted to the Medical College for post-collegiate training with reference to G.O. No. 80, Public, dated 3rd February 1905, should ordinarily be allowed the full joining time admissible under Article 177, Civil Service Regulations.

G.O. No. 165, Finl., 18-3-1916.

7. No regular joining time is admissible to officers deputed for training, but they may however be allowed the time actually occupied in transit to and from the place of training. But when the need of a few days relief from work to prepare for departure exists, there is no objection to the grant of casual leave for the purpose under G.O. No. 1356, Public, dated 20th September 1915, provided the grant of the leave does not cause any evasion of the rules regarding date of reckoning allowances and charge of office (Articles 52 to 55, Civil Service Regulations).

[C.S.R.—179]

D.A.-G.'s Order, 27-2-1901, on the case referred to in B.P. No. 93, Mis., 10-1-1901.

1. The concession referred to in this article is also applicable to the case of an officer who *takes over* charge of his office at a place other than the headquarters under Article 53.

Extensions.

[C.S.R.—180 (*A*)]

M.G.O. No, 918, Pub., 10-7-1897.

1. All applications for extensions of joining time and of subsidiary leave should be forwarded through the Accountant-General.

G.I. letter to the Govt. of Bombay, No. 10730-2, 27-11-1908, in G.O. No. 3284, Rev., 3-12-1908. G.I. No. 25-P,, F.D., 5-1-1909.

2. The Local Government should exercise in respect of officers of the Imperial Customs Service, the powers conferred by Article 180 of the Civil Service Regulations.

[C.S.R.—180 (B)]

G.O. No. 298, Finl., 10-5-1917.

The Director of Agriculture is the head of the department for purposes of this Article.

[C.S.R.—180 (*o*)]

G.I. No. 3130, Fin., 22-7-1897. G.O. No. 1199, Judl., 20-8-1897.

1. There is no objection to the continuance of the practice under which an officer on transfer during a vacation is permitted to join at the end of vacation, although the usual joining time is thereby exceeded.

[C.S.R.—182]

G.I. No. 5119-P., F.D., 4-10-1901.

1. In the case of an officer whose appointment is changed while on privilege leave, the full joining time admissible under the rules should be allowed irrespective of the date on which the orders of transfer were received by the officer concerned. Should the officer join his new appointment before the expiry of the privilege leave sanctioned *plus* the joining time admissible, the period short taken should be considered as privilege leave, and not joining time, not enjoyed, and a

corresponding portion of the privilege leave sanctioned should be considered as cancelled without any reference to the authority which granted the leave.

[C.S.R.—183]

The expression "furlough on medical certificate" as used in this article is intended to include Leave on medical certificate under the Indian Service Leave rules. G.I. No. 6182, C.S.R., F.D., 13-10-1911.

Appointment changed.

[C.S.R.—184]

Six Days for Preparation.

1. A second period of six days for preparation should not be included in calculating the joining time of an officer whose appointment is changed during joining time. G.I. No. 4795-P., Fin. and Com., 6-11-1896.

Allowances.

[C.S.R.—185]

1. An officer transferred from one officiating appointment to another is entitled to acting allowance while in transit only if he has a superior lien on either of the officiating appointments to that of the officer relieved by, or relieving, him. The question of the acting allowance of such an officer is thus determined solely with reference to the relative positions of the three officers concerned in the particular transfer of charge; and the fact that an officer junior to the officer so transferred happens to be acting elsewhere at the time has no bearing on the acting allowance of the latter. G.I. No. 1667-P., F.D., 15-4-1903.

2. A Local Fund employee transferred to act in an appointment under Government is entitled to transit pay subject to the provisions of the article. G.I. No. 1133-P., Finl., 22-2-1905. G.I. No. 6339, C.S.R., F.D., 6-12-1910.

3. An officer transferred from Home Civil Service to service in India is entitled to pay during the period of the voyage to India at the rate last drawn by him in his appointment under His Majesty's Government. S. of S. Desp., No. 54, Finl., 16-7-1915, commd. in G.I., F.D. No. 936-C.S.R., 12-8-1915, G.O. No. 553, Finl., 30-8-1915, (G.A. 42-4 of 1915-16).

[C.S.R.—188]

1. Temporary employees are not ordinarily entitled to transit pay, but when a temporary officer is transferred in the interests of the public service he may be treated in the same manner as an officer holding an officiating appointment for the purpose of Article 188 of the Civil Service Regulations. G.I. No. 2568-P., F.D., 14-5-1901, and G.I. No. 7928-P., F.D., 16-12-1904.

[C.S.R.—190]

1. Inferior servants, if transferred in the interests of the public service, may be allowed to draw pay during transit. G.I. No. 1820-P., Fin. and Com., 18-3-1904.

Chapter X.—Officers Dismissed, Suspended, or Imprisoned.

Other Officers.

[C.SR..—193 (*B*)]

G.I. No. 5696-Ex., F.D., 22-11-1894.

1. Exchange compensation allowance is not admissible on subsistence allowance drawn under Article 193 (*a*), Civil Service Regulations, for the period of suspension pending enquiries into alleged misconduct.

PART III.—LEAVE RULES.

Chapter XI.—General Conditions of Leave.

SECTION I.—GENERAL RULES.

Extent of Application.

[C.S.R.—196]

Military Hospital Assistant.

1. Military Hospial Assistants lent to the Civil Departments are entitled to leave under military rule. G.O. No. 190, Pub., 22-3-1892.

[C.S.R.—196, Note 1]

1. Doctors and lady nurses engaged by the Secretary of State for duty in India under agreements which contain no provision regarding leave are entitled to privilege leave in accordance with the provisions of the Civil Service Regulations. S. of S.'s Desp. No. 47, Rev., 7-3-1902, commd. with G.I. No. 1929-P., F.D., 14-4-1902. G.O. No. 481, Pub., 21-5-1902.

2. The intention of the rule contained in the note to Article 196 of Civil Service Regulations is that an officer under contract should not be granted leave for more than six months in the aggregate. G.I. No. 4606-P., F.D., 18-8-1906.

The leave may be combined with vacation, and the vacation should be excluded from the limit of six months.

Full allowance is admissible during the period of vacation.

No allowance is admissible for the period of leave other than vacation in excess of six months.

Discretion of Government.

[C.S.R.—197 (*o*)]

1. The circulars printed as clause (*c*) of Article 197 contain instructions for Local Governments connected with the exercise of their discretion in granting leave, but an Audit officer should not enforce them as a rule of audit. G.I. D.O. No. 4768-P., Finl., 27-10-1897.

[C.S.R.—197]

1. An officer in civil employ (including a military officer in civil employ) who accepts a high appointment, should forego the intention of applying for ordinary furlough during the two years immediately following his appointment, except under special circumstances. The Local Government or department, which ordinarily grants the leave, G.I. No. 1830, F.D., 2-5-1892, commd. in M.G. No. 675, Finl., 28-6-1892, M.G. No. 8, Pub. 10-1-1895.

is authorized to decide in each case whether the special circumstances are, or are not, of such a nature as to justify a relaxation of the rule.

In the Madras Presidency the rule applies to the following appointments :—

Judges of the High Court.	Chief Judge, Small Cause Court.
Resident in Travancore.	Collector of Madras.
Inspector-General of Police.	Civil Servants above the grades of Collector and District Judges.
Surgeon-General.	
Director of Public Instruction.	

Recall from Leave.

[C.S.R.—199]

G.I. No. 2765-P., 21-6-1898.

1. In cases where leave originally taken under Article 308 (*b*) is renewed under Article 199 in consequence of the officers requiring leave on account of ill-health, the renewed leave should not be described as "furlough granted on medical certificate" under Article 308 (*a*) or Article 311, since the application of the former Article might give the officer more, and of the latter, less leave than would be admissible with reference to Article 199. The renewed leave should be described as given under Article 308 (*b*) on account of ill-health in accordance with the orders in Secretary of State's despatch No. 236, dated 31st December 1896, communicated with the G.I. Resolution No. 2978-P., dated 8th July 1897.

Beginning and End of Leave.

G.I. No. 3478-P., Fin., 1-8-1899.

1. When an officer recalled to duty from furlough out of India is allowed to take the balance of his furlough, any extension that was originally admissible is also admissible when the officer is allowed to resume his leave, and a fresh calculation of average salary should be made and entered in the last-pay certificate for any extension of leave earned by service subsequent to return to duty, as if no leave had been taken by the officer shortly before.

G.I., letter No. 5664-P., F.D., 17-9-1903.

2. The expression "a fresh calculation of average salary should be made" was not intended to involve the inclusion of a period of active service corresponding to the period of original leave enjoyed beyond the three years from date of making over charge, taken for the purpose of calculating average salary. The meaning is that a fresh calculation should be made by taking into account the period *within* three years spent on duty or privilege leave before and after the leave from which the officer was recalled, in accordance with the definition of average salary in Article 16 of the Civil Service Regulations.

[C.S.R.—199 (b)]

G.I.F.D. No. 2 C.S.R., 4-1-1915 G.A. 43-7 of 1914-15.

1. An officer compulsorily recalled from privilege leave out of India should be treated in the same manner as an officer recalled from long leave, and, as in the case of the latter, his leave should be held to terminate on the day previous to that on which he sails for India. He may be granted full pay for the period of transit from the date of

disembarkation in India to the date of taking over charge, if the period is covered by the privilege leave portion of the combined leave.

2. The term leave allowances as used in Article 199 (*b*) (ii), Civil Service Regulations, should be held to mean the allowances which would have been drawn by an officer had he continued to be on leave. **G.I., F.D., No. 1, C.S.R., 4-1-1915. G.A. 43-7 of 1914-15.**

[C.S.R.--200]

1. The grant of privilege leave for the purpose of taking up employment under a private employer is against the spirit of the rules. **A.G.'s decision, 6-3-1914. Salt 1-3 of 1913-14.**

SECTION II.—SERVICE QUALIFYING FOR LEAVE.

Temporary Service.

[C.S.R.—201]

1. The Government of India have ruled that officials employed temporarily in district and divisional offices, who are paid from the rate levied under Act X of 1892 (Government Management of Private Estates Act), are eligible for leave under the ordinary rules, as their service is to all intents and purposes permanent and continuous and only technically temporary in the sense that it does not qualify for pension. **G.I. No. 6451-P., F.D., 18-10-1907.**

2. Periods of plague duty rendered by officers subsequently admitted to the Indian Medical Service are allowed to count for leave under the Civil Rules. **S. of S.'s Desp. No. 71, Finl., 5-6-1908, received with G.I. No. 3807-P., F D., 27-6-1908. G.I. No. 2076-P., F.D., 27-4-1909.**

3. Officers appointed temporarily to the Indian Educational Service are permitted, on subsequent confirmation, to count such temporary service as service for leave. **S. of S.'s Desp. No. 152, Pub., 23-8-1912, commd. with G.I. No. 533, C.S.R., F.D., 13-9-1912. G.O. No. 1043, Edl., 25-11-1912.**

Probationers and Apprentices.

[C.S.R.—202 (*a*)]

1. Probationary service in civil employ of Indian Commissioned officers transferred from military to civil employ will count towards leave up to a limit of two years. **G.I., H.D., No. 1127-1134, 25-7-1912, commd. with G.I., F.D., No. 774, C.S.R., 11-8-1913.**

2. The leave of probationary Extra-Assistant Conservators of Forests, who have no lien on substantive appointments, should be regulated under Articles 242 (*a*), 336, rule (1), and 339, rule (2), of the Civil Service Regulations. **G.I., F.D., No. 432, C.S.R, 15-4-1915. G.A. 12-1 of 1915-16.**

3. Police constables of all classes should be treated as in superior service for the purposes of leave. **G.I., letter No. 428-P., Fin., 27-1-1906. G.O., No. 83, Finl., 1-2-1906.**

[C.S.R.—203]

G.I. No. 5852, C.S.R., F.D., 4-11-1910.

1. Service rendered as an Examiner Apprentice in the Public Works or Railway Department by officers still in Government employ qualifies for leave under the Civil Service Regulations.

Officers under Training.

[C.S.R.—203 (a)]

For orders regarding periods of training *see* Appendix D.

Service under other Rules.

[C.S.R.—204]

G.I. letter No. 454, Home Dept., 29-6-1895.

1. Military officers subject to the Civil Leave rules transferred from the Civil Department to the Travancore State can be allowed to count the service in the Travancore State conjointly with their previous service in the Civil Department.

G.I. No. 2924-B., Organisation Army Reserve' Mily. Dept., 15-9-1893, and G.I. No. 10-P., 742, Home Dept., 31-12-1896, embodied in G.O. No. 2158, Rev., Mis., 29-4-1897—*vide* B.P. No. 199, Sep. Rev., 7-5-1897, and G.I. No. 2061-P., 9-5-1896.

2. All reservists in Government employ except jail warders and men employed on railways in posts requiring technical knowledge or training, such as pointsmen, signalmen and gangmen, Forest guards shall be given one month's leave annually to attend for training (drill) on condition that they shall pay for a substitute, and themselves procure one if required to do so. Reservists employed in the excepted capacities will only be given leave when convenient. The time spent by all members of the army reserve withdrawn from their civil duties, on drill duty with their regiments and in journeying between their stations and the place of training may be treated as duty qualifying for leave under Civil rules.

Private Secretary.

[C.S.R.—206]

G.I. No. 1474-P., F.D., 16-3-1903.

1. The leave allowances of military officers employed as Private Secretaries to Lieutenant-Governors should be a charge against the Civil Department.

G.I. No. 3100-P., F.D., 16-5-1904.

2. The last-pay certificates of such officers should be prepared by the Audit officer who audits the pay and the leave allowance should be a charge against the department which grants the last-pay certificate.

Political Officers.

G.I. No. 543, Fin., 29-4-1896.

1. Periods passed by Political officers on duty with Native Chiefs in England do not qualify for leave.

SECTION III.—RETENTION OF APPOINTMENT.

Lien on Appointment.

[C.S.R.—214]

G.I. No. 4536-P., Fin., 10-9-1894.

1. In the case of an officer transferred from a higher to a lower appointment on the day before he took furlough, the Government of India pointed out that the arrangement is contrary to the intention of

the rule in Article 214 of the Civil Service Regulations. That rule is based on the orders of His Majesty's Secretary of State for India who conceded the existing rates of furlough allowances on the specific ground that they would be (wholly or approximately) met by the savings which would accrue by filling up, by acting appointments only, the appointments vacated by officers proceeding on leave. It is obvious that Government fails to secure the full extent of saving which results from paying acting allowance, if the absent officer is transferred to an office on less pay the day before he takes leave.

2. The principle of this Article does not apply to the case of an officer holding a sub. *pro tem.* appointment. If such an officer proceeds on long leave, he loses his lien on his sub. *pro tem.* appointment, and another officer can then be appointed thereto sub. *pro tem.* G.I. letter No. 2610-P. F.D., 17-5-1901.

SECTION IV.—COMMENCEMENT AND END OF LEAVE.

Commencement and Termination of Leave.

[C.S.R.—220]

Collectors.

1. A Collector proceeding on privilege leave can be allowed the benefit of Article 220, provided Government permit him to leave his office in charge of a subordinate during the holidays, and his successor does not formally assume charge until after the holidays, it being understood that the officer going on leave remains responsible for the treasury balances until his successor signs the statement of balances (Civil Account Code, Article 301). G.O. No. 421, Finl., 4-5-1898.

2. The provisions of this Article are applicable to cases, both of reversion and of transfer. G.I. No. 5140-P., Finl., 5-12-1896, in M.G. No. 866, Finl., 12-12-1896.

3. In deciding whether the absence of an officer involves the transfer of an officer from another station for the purpose of Article 220, account should be taken only of the substitute who takes the place of the absent officer, not of all the officers in the chain of arrangements arising from one officer's absence on leave.

4. The words "immediate transfer" in this article is used in contradistinction to a transfer deferred until after the holidays have ended. D.O. from the Comptroller and Auditor-General, 1-2-1905.

5. The term "Gazetted Holidays" used in this article should be held to mean—

(*a*) Holidays prescribed or notified under section 25 of the Negotiable Instruments Act, 1881. G.I. No. 4855-P., F.D., 30-8-1905.

(*b*) Holidays on which, by Government notification in the Gazette, any public office is ordered to be closed for the transaction of public business without reserve or qualification. G.O. No. 713, Finl., 19-10-1905.

G.I., F.D., No. 437 C.S.R., 19-5-1914 to A.G., Burma. G.A. 43-12 of 1913-14-15. G.I. No. 598-P., F.D., 28-1-1904.

The term does not include local holidays which may be granted at the discretion of heads of offices provided that there are no arrears of work, nor such merely permissible or discretionary holidays as the last Saturday of each month. The term does not include vacation.

6. The handing over of a permanent advance should not be regarded as a transfer of money within the meaning of proviso (ii) to this article. The officer going on leave should however continue to be responsible for the money till the formal assumption of charge by his successor.

[C.S.R.—222]

1. In the case of combined leave, the sailing report is required to check whether an officer has sailed for Europe within the period of his privilege leave and not after his furlough or special leave began in India—see Articles 323 and 862, Civil Service Regulations.

SECTION V.—RETURN TO DUTY.

Permission to return.

[C.S.R.—223]

G.O. No. 443, Pub., 19-4-1899.

1. An officer desiring to return to duty within the period of his leave should communicate his intention to the head of his department.

Notification No. 180 on page 794, Part 1 of *Fort St. George Gazette* of 4th December 1883.

2. No formal cancellation by Government of the unexpired portion of leave is necessary when an officer returns to duty before the expiry of his leave.

[C.S.R.—223 (a)]

G.I., P.W.D., No. 85-E., 9-1-1914, commd. with G.I., F.D., No. 38, C.S.R., 15-1-1914. G.A. 40-A-3 of 1913-14.

1. Local Governments and Administrations are authorized to permit temporary Engineers to return from leave to duty under Article 223 (*a*) of the Civil Service Regulations, when the leave has been sanctioned by the Government of India under the provisions of P.W.D. Code, Vol. I, paragraph 396.

C.-G.'s letter No. 1485, A. & A/500-B., 16-12-1913, G.A. 43-13 of 1913-14.

2. The rule in Article 223 (*a*), Civil Service Regulations, is not one which need be applied in audit unless the Local Government postpones the appointment of an officer returning from leave to a definite post.

[C.S.R.—224]

Chaplains.

G.I. No. 4, H.D., Eccl., 9-12-1896, commd. in M.G.O. No. 358, Eccl., 26-12-1896.

1. The practice of requiring all chaplains on leave to Europe to produce a certificate of medical fitness before receiving permission to return to duty in India should be discontinued, and only chaplains who may have obtained leave on medical certificate will be required to appear before a Medical Board.

Forest Department.

2. A Gazetted officer of the Forest Department should, on as early a date as possible before starting for India, intimate to the Secretary to Government, Revenue Department, (*a*) the vessel by which he intends to return, (*b*) the port in India or if he returns by Ceylon, in Ceylon, at which he proposes to land, and (*c*) the probable date of landing at the port. At the port of landing he should call for letters at the office of the agents of the vessel by which he has returned from leave. G.I. No. 2251-P., F.D., 24-4-1908. G.O. No. 1720, R.D., 20-6-1908.

[C.S.R.—225]

Non-Gazetted Officers.

1. The authority requiring the production of a certificate of fitness to return to duty, should furnish the officer with a letter and descriptive roll in the form prescribed in M.G.O. No. 998, Public, dated 6th September 1899. M.G. No. 998, Pub., 6-9-1899.

[C.S.R.—229]

Overstaying Leave.

1. This rule has hitherto been strictly enforced. If an officer chooses to remain absent till the extreme end of public holidays following his privilege leave, he deliberately risks the consequences of unforeseen delay. M.G.O. No. 832, Pub., 30-6-1897, commg. G.I. letter No. 946, H.D., 31-5-1897.

[C.S.R.—230]

1. Collectors of districts and the authorities whose names are given below are empowered to exempt officers serving under them from loss of appointment under Article 229 of the Civil Service Regulations for overstayal of leave :— G.I. No. 6189-P., F.D., 5-11-1908. G.O. No. 26, Finl., 16-1-1909.

The Honourable the Chief Justice of the High Court.
The Board of Revenue.
The Inspector-General of Police.
Do. of Prisons.
Do. of Registration and Registrar-General of Births, Deaths and Marriages.
The Chief Presidency Magistrate.
The Chief Judge of the Court of Small Causes.
District Magistrates.
District and Sessions Judges.
The Agent to the Governor in Ganjām and Vizagapatam and the Government Agent, Gōdāvari.
The Director of Public Instruction and Commissioner for Government Examinations.
The Chief Engineer, Public Works Department.
The Presidency Port Officer.
The Resident in Travancore and Cochin.
The Surgeon-General.
The Private Secretary to His Excellency the Governor.
Superintending Engineers (in regard to Lower Subordinates, draftsmen and clerks of their circles). G.O. No. 1070 W., 4-10-1909.
The Chief Engineer for Irrigation (in regard to clerical and drawing establishments of his office).

SECTION VI.—COMBINATION, EXTENSION AND COMMUTATION OF LEAVE.

General Rules.

[C.S.R.—233]

G.I. No. 1589/1614, Home Dept. (Pub.), 8-3-1901, commd. in G.I. No. 1481-P., Fin., 15-3-1901.

1. The rules in this article apply also to the following officers:—

(1) Military officers in Civil employ who are not subject to the Civil Leave Rules (those who are so subject come under Chapter XIII).

(2) Statutory Civil Servants.

(3) Chaplains whose leave is regulated by section III of Chapter XXVII of the Civil Service Regulations.

G.I. No. 2585-P., Fin., 14-5-1901.

2. Provided the condition that no additional expense must be incurred in respect of the leave allowance of an officer holding a temporary or officiating appointment is fulfilled, such an officer may combine privilege leave with other leave admissible to him under the rules.

A.-G.'s No. T. 104-Kis., 4146, 1-8-1902, and G.I. No. 4520 P., 20-8-1902.

3. In the case of an officer who took privilege leave for three months and died on the 22nd day after the expiry thereof without applying for any additional leave, the Government of India approved of the retrospective commutation of the leave granted into "three months' privilege leave combined with three months' leave on private affairs," for which he was eligible at the commencement of his privilege leave.

G.I. No. 2855-P., F.D., 9-5-1907.

4. An officer may combine with other leave either the whole or a portion only of the privilege leave for which he is eligible at his discretion.

G.I. F.D., 2585-P., 14-5-1901.

5. In the case of privilege leave combined with leave on Medical Certificate half average salary is admissible for 15 months under Article 340 (*a*) and for two years under Article 314 exclusive in both cases of the period of privilege leave for which full pay is drawn.

G.I. Res. No. 684-P., F.D. 14-2-1902. G.O. No. 217, Pub. 6-3-1902.

6. Officers whose privilege leave is regulated by Article 271, Civil Service Regulations, and who under Article 277 may combine vacation with long leave, may also combine privilege leave on half pay with long leave on the conditions stated in Article 233.

G.I. No. 5313-P., F.D., 16-9-1908.

7. An officer who has been granted privilege leave with extraordinary leave without allowance under Article 233, Civil Service Regulations, may be allowed leave on Medical Certificate in continuation.

G.I. No. 5091-P., F.D., 12-10-1909.

8. A Military officer who holds an officiating appointment in the Civil Department and who is to be re-employed in the Civil Department on his return to duty is entitled under the provisions of Article 606, Civil Service Regulations, to combine with privilege leave admissible to him under Civil Rules furlough or other leave admissible to him under Military Rules.

9. The restriction imposed by Article 233 (iv) of the Civil Service Regulations should not be operative in the case of officers of the Indian Medical Service holding administrative medical appointments in the Civil Department the tenure of which is limited. G.I. L. No. 576-C., 30-11-1914, to Govt. of Burma, commd. in G.I., F.D., No. 1270-C.S.R., 15-12-1914. G.O. No. 5, Pub., 4-11-1915. G.A. 43-3 of 1914-15.

[C.S.R.—233, Note]

1. The meaning of the words "returns from leave" in the note to Article 233 is "when he returns to duty." If the leave was spent partly out of India, it is open to an officer returning to India before the expiry of his leave to spend the remainder of the period (required to make up the minimum of six months) as leave in India, in which case he would not be entitled to subsidiary leave. G.I. No. 6458-P., F.D, 28-10-1903. G.O. No. 735, F.D., 11-11-1903. G.I. No. 2343-P., F.D., 28-4-1905.

NOTE.—The above order refers to those cases alone in which officers land in India more than 14 days before the expiry of the six months, i.e., an officer cannot be permitted to return to duty more than 14 days before the end of the minimum period of six months' leave, and if it happens that he returns to India before that time, he has the option of completing the required minimum period as leave in India.

[C.S.R.—236.]

1. Article 236, Civil Service Regulations, applies to officers subject both to the European Service and Indian Service Leave Rules. G.I. No 4878-C.S.R., F.D., 9-8-1911.

Extension of Leave out of India.

[C.S.R.—237 (a)]

1. In dealing with applications for extensions of extraordinary leave without allowances out of India whether, under Chapter XIII or XIV of the Civil Service Regulations, the procedure indicated in Article 237 (*a*) should be followed. The Local Government is not competent to grant the extension on its own authority, but should merely intimate its assent to the leave being extended by the Secretary of State. G.I No. 755-P., Fin., 16-2-1899. G.I. No. 3604-P., F.D., 9-7-1910.

2. If application for extension be delayed until the last two months of leave, advice of any extension granted for a period of more than 7 days will be sent to India by telegraph and the cost of the telegram will ordinarily be charged to the officer. G.I., F.D., No. 1037-C.S.R., 30-10-1913. G.A. 43 7 of 1913-14.

Chapter XII.—Short Leave.

SECTION I.—EXTENT OF APPLICATION.

Temporary and Non-continuous Service.

[C.S.R.—242]

A.G.'s decision on notes put up on letter from the T.O., Malabar, Ref. on C No. 291-H / Accts. 1902, 11-3-1903.

1. Privilege leave is inadmissible to copyists in the Land Revenue Department entertained by Collectors under G.O. No. 446, Revenue, dated 10th May 1900.

Works establishment.

G.I., P.W.D., letter to M.G. No. 538-G., 6-3-1888, commd. with G.I. letter No. 1093-G., P.W.D., 20-8-1903.

2. The Government of India object to the extension in favour of works establishment of the rules applicable to permanent establishment in the matter of leave. Though the service of men so employed may be continuous, they are engaged for the job only and if they require to absent themselves from duty for any length of time, their pay should cease.

G.I., P.W.D., Circular No. VII P.W., 25-7-1907, commd. in G.O. No. 862 W., 9-8-1907. G.A. No. 40 A-2 of 1914-15. S. of S.'s No. 79, Finl., 15-12-1916, commd. with G.I. No. 45-C.S.R., Fince., 16-1-1917.

3. The Government of India have delegated the power to local Governments and administrations to exempt temporary engineers from the operation of Article 242 (*a*), Civil Service Regulations, subject to the condition that the concession is granted as a matter of grace on the merits of each individual case and not as a matter of right.

G.I. No. 2034-P., Finl., 18-7-1899.

4. Pensioned commissioned and warrant officers of the Indian Subordinate Medical Department who are employed in connexion with plague operations are eligible for privilege leave under the conditions laid down in Article 242 (*b*), Civil Service Regulations.

G.I., F.D., No. 187-C.S.R., 15-6-1912. G.A. 43-7 of 1915-16.

5. When leave is granted in accordance with the terms of his contract to an officer appointed under contract in a permanently sanctioned post for a specified term of years, acting arrangements are permissible, as in the case of an officer with a substantive appointment.

SECTION II.—PRIVILEGE LEAVE, ORDINARY RULES.

Amount earned.

Police in the Agency Tracts of the Ganjām District.

[C.S.R.—246]

G.O. No. 1305, Judl., 30-5-1894

1. (*a*) The Government of India has sanctioned the continuance of the privilege enjoyed by the "Maliah Reserve" of the Ganjām Police force at Balliguda of two months' leave in each year, on the

[C.S.R.—242]

Page 66.—*Insert* the following as paragraph 6 :—

6. The Secretary of State for India has sanctioned the grant of privilege leave to all incumbents of temporary war appointments under same conditions as govern grant of such leave to permanent employees of Government. When the incumbent of one of these temporary appointments has no substantive appointment under Government his salary will be regulated by the rules applicable to permanent appointments.

Telegram, 12-9-1918, from the S. of S. commd. in G.I. Endt. No. 643-C.S.R., 18-9-1918.

[IV, 8-2-19]

understanding that the leave shall not be termed "Casual Leave" (which it is not, being formally prescribed and granted), but "Privilege leave."

(b) This privilege has been extended to all Head Constables and constables of the Madras Presidency District Police employed in the Agency tracts of the Ganjām district. S. of S.'s Desp. No. 73, Pub., 8-6-1917. G.I., F.D., No. 665-C.S.R., 17-7-1917.

[C.S.R.—250]

1. Where privilege leave taken under Military Rules is in respect of a particular calendar year, service for privilege leave under the Civil Service Regulations counts from the first day of the next calendar year. In the case of privilege leave taken under Military Rules in respect of a particular official year, service for such leave under Civil Rules should reckon from the first day of the next official year. G.I. letter No. 5443-P., Fin., 7-9-1903.

2. Military Assistant Surgeons in Civil employ come under the Civil Service Regulations in regard to privilege leave and count service towards privilege leave in accordance with Article 250(b). G.I. No. 1010-P., F.D., 4-3-1895.

[C.S.R.—250 (b)]

1. The term "uninterrupted duty" in Article 250 (b) of the Civil Service Regulations should, even as regards duty in the Military Department, be read in the sense in which it is used in the Civil Department. G.I. No. 4618-P., F.D., 20-7-1904.

[C.S.R.—251]

1. The Government of India have ruled that in the case of officers, in receipt of not more than Rs. 500 a month, proceeding to a Pasteur Institute for treatment, whose absence gives rise to the necessity for the appointment of a substitute, the period of their absence up to one month should be treated as extra privilege leave (and not as casual leave) in order that the officiating officer may be granted acting allowances admissible under Chapter V, Civil Service Regulations. G.I. No. 51-P., F.D., 7-1-1908.

Explanation.—The extra privilege leave granted as above should not be deducted from privilege leave earned by an officer under the ordinary rules. G.I. No. 343-P., F.D., 18-1-1909. G.O. No. 167, Pub., 25-2-1908.

NOTE.—Government have ruled that if the absence of the Government servant at Coonoor makes it necessary for a substitute to be appointed, the period of his absence up to one month may, under orders of Government, be treated as extra privilege leave and not as casual leave.

2. The Government of India is empowered to sanction the extension of the concessions admissible under the exception to Article 251 and Appendix 5-A of the Civil Service Regulations to officers and subordinates of all services coming under Civil Rules stationed in the localities specified therein, as occasion may arise, on similar terms to those on which they are at present admissible to officers of the Foreign Department. S. of S.'s Desp. No. 10, Fin., 24-1-1908, commd. with G.I. No. 1025, F.D., 22-2-1908.

[C.S.R.—253 & 254]

1. Collectors of districts and the authorities whose names are given below are empowered to remit the penalty for overstaying privilege leave, examination leave or joining time— G.I. No. 6180-P., F.D., 5-1-1908. G.O. No. 26, Finl., 16-1-1909.

The Honourable the Chief Justice of the High Court.
The Board of Revenue.
The Inspector-General of Police.
Do. of Prisons.
Do. of Registration and Registrar-General of Births, Deaths and Marriages.

The Chief Presidency Magistrate.
The Chief Judge of the Court of Small Causes.
District Magistrates.
District and Sessions Judges.
The Agents to the Governor in Ganjām and Vizagapatam and the Government Agent, Gōdāvari.
The Director of Public Instruction and Commissioner for Government Examinations.
The Chief Engineer, Public Works Department.
The Presidency Port Officer.
The Resident in Travancore and Cochin.
The Surgeon-General.
The Private Secretary to His Excellency the Governor.
G.O. No. 1070 W., 4-10-1909. Superintending Engineers (in regard to lower subordinates, draftsmen and clerks of their circles).
Chief Engineer for Irrigation (in regard to clerical and drawing establishments of his office.)

[C.S.R.—260]

G.I. No. 343-P., F.D., 18-1-1909. G.I. No. 3930-P., F.D., 5-8-1909, and G.O. No. 456, Pub., 3-7-1909.

1. The condition prescribed by Article 260, Civil Service Regulations, that a period of six months should intervene between two periods of privilege leave, applies to the case of extra privilege leave, granted under paragraph 1, Civil Service Regulations 251, above, to an officer for attendance as a patient at a Pasteur Institute, so far that six months must intervene before ordinary privilege leave can be granted after the extra privilege, but it is not intended that six months should have elapsed since last return from ordinary privilege leave to make an officer eligible for the extra privilege leave.

[C.S.R.—261]

G.I. letter No. 394, E.B., 29-3-1915, and G.O. No. 255, Fin., 8-5-1916.

1. Duty allowances and deputation allowances when granted in consideration of increased work and responsibility are included in the term *salary* for the purpose of this article.

Effect of Suspension.

[C.S.R.—264]

G.O. No. 1187, Pen., 6-12-1892.

1. Article 264 does not apply to cases in which officers on privilege leave are prevented from joining their appointments on the expiration of leave by reason of suspension, provided they ultimately rejoin.

G.I. Tel. No. 1077-P., F.D., 28-2-1900, to the Acctt.-Genl., Bombay.

2. The provisions of Article 264 which make the right to receive vacation allowances contingent upon the return of an officer to duty on the expiry of vacation are not applicable to the case of Judges of the High Court.

G.I. No. 3595-P., F.D., 21-6-1905, and G.O. No. 429, Finl., 16-6-1905.

3. Apart from the case of death a departure from the rule in the above article is only permitted in the circumstances stated in the first clause of the article, i.e., when privilege leave or vacation is taken in combination with other leave; and this exception so far as it relates to vacation is intended to apply only to officers who *prefix* vacation to other leave. The vacation of District and Sessions Judges, though treated as gazetted holidays for the purpose of Article 220, must be considered as vacation for the purpose of Article 264. No officer should be allowed to retire in continuation of vacation.

4. The leave allowance admissible during combined leave may be paid to the estate of a deceased officer who died while absent on such leave before the expiry of the minimum period of six months prescribed by Article 233 (iv) of the Civil Service Regulations. G.I. letter No. 51951, F.D., 30-9-1902.

Doctors and Lady Nurses.

5. Doctors and lady nurses engaged in England under agreement for special duty in India are exempted from the provisions of Articles 826 and 264 of the Civil Service Regulations which require an officer to return to duty on the expiry of privilege leave. G.I. No. 7116-P., F.D., 26-11-1903. G.O. No. 4, Pub., 4-1-1904.

6. Judges and other officers who get regular vacations on full pay, are when such vacation is taken by itself, required to report to the Accountant-General the date on which they resume duty. G.O. No. 2004, Home (Judicial), 10-8-1916. G.I. No. 43-6 of 1916-17.

7. If an officer's services are suddenly dispensed with while he is on privilege leave for example to make room for a better man, he may retain his privilege leave allowances. The words "return to duty" in this article should be read as implying that the officer is willing and ready to resume his duties. But this would not exempt an officer who was prevented from rejoining by ill-health or retirement from loss of privilege leave allowances, unless he was granted other leave in continuation of the privilege leave and the aggregate period of the leave thus granted was not less than six months. Tin. 1 of 1916-17, Pen., Mis., 3-8 of 1916-17, Pen. S. No. 215 of 13-4-1915.

[C.S.R.—266]

1. With a view to lessen the strain on the medical services owing to plague and famine requirements, the Government of India in their Home Department No. 339, dated 21st April 1897, sanctioned the appointment of retired Military Assistant Surgeons for plague and famine duty on certain conditions, the officers so appointed receiving the pay of their grade at the time of retirement with an allowance of Rs. 100 a month provided that their salary inclusive of pension did not exceed a certain maximum. G.I. No. 28, Home Dept. (Medl.), 11-1-1901, commd. with G.I. No. 353-P., Fin., 19-1-1901. M.G. No. 45, Pub., 21-1-1901.

2. Article 266 of the Civil Service Regulations should not be applied to these officers so as to mark off any portion of their total emoluments as a special allowance within the meaning of that article.

3. The privilege leave allowances of an officer who has substantive status under Government, but who holds a temporary appointment should be restricted to the pay of his substantive appointment under this article. G.I. No. 1927-P., Fin. and Com. Dept., 11-4-1902.

NOTE.—This rule does not apply to an officer holding an appointment sanctioned for more than six months. See also paragraph 5 under [C.S.R. 340 (c).]

Deputation Allowance.

4. An officer who takes privilege leave while on deputation can draw his deputation allowance during the leave provided he would have continued to draw the allowance had he not proceeded on privilege leave. G.I., F.D., letter No. 394-E.B., 29-3-1916, and C.-G.'s letter No. 524-A. and A./182-16, 2-6-1916.

Local Allowances how affected.

[C.S.R.—267]

Assistant Surgeons.

G.I. No. 80, Med., 1049, H.D., 26-11-1896, commd. with G.O. No. 1295, Pub., 9-12-1896.

1. When an Assistant Surgeon of the first or second class proceeds on leave, and an Assistant Surgeon of the lower class acts for him, it must be held that the latter officer, though he receives only Rs. 35 or Rs. 20 a month, as the case may be, draws the whole of the local allowance available, and that there is none left for the officer on leave.

G.O. No. 454, Pub., 13-6-1907.

2. A private Hospital Assistant whose pay is fixed at a higher rate for special reasons mentioned in G.O. No. 962, Public, dated 17th September 1900, cannot claim the local allowance of Rs. 10 by reason of his holding a sanctioned appointment.

A.-G.'s letter to Govt. No. P.A. 380-6214, 12-8-1907, disposed of in G.O. No. 675, Pub., 20-8-1907

3. A Hospital Assistant going on privilege leave cannot claim his local allowance during the period of his absence on privilege leave on the ground that a private Hospital Assistant who has been appointed as his *locum tenens* cannot draw it.

G.I. No. 7059, Finl., 15-12-1909. G.I. No. 2623, F. O. and A., F.D., 31-5-1909.

4. The Government of India have decided that, when an officer, holding a substantive appointment on an establishment to which a local allowance on a graduated scale is attached, proceeds on privilege leave and his *locum tenens* draws the local allowance calculated on his salary, it should, where orders to the contrary do not exist, be held that the latter officer draws the whole of the local allowance and that nothing is available for payment to the absentee, but this rule does not apply to compensatory allowances granted in consideration of local disadvantages. These should be regulated as follows :—

(i) The head of the office will decide in each case who shall draw the allowances, the only requirement being that no extra expenditure shall be caused to Government.

(ii) The absentee will draw the full allowance, when in the chain of acting arrangements no local allowance is given to any officer in respect of his acting allowances.

(iii) The absentee will draw nothing if the whole of his allowance is absorbed in the local allowance granted in the chain of arrangements to acting officers in respect of their acting allowances.

(iv) The absentee will draw the difference between his allowance and the amount of it absorbed in the grant of local allowance, in the chain of arrangements, to acting officers in respect of their acting allowances.

G.I., F.D., No. 227-C.S.R., 10-3-1916. G.A. 42-3 of 1915—17.

5. The grant of a remunerative local allowance during privilege leave is not subject to the restriction contained in this article and it may be drawn by the *locum tenens* in cases where the absentee also draws it in virtue of his retaining a duty lien upon the appointment to which the allowance is attached.

SECTION III.—PRIVILEGE LEAVE IN CASES OF REGULAR VACATIONS

[C.S.R.—271]

1. A question having been raised whether an officer transferred from a vacation department (after enjoying the vacation) to a non-vacation department is entitled to privilege leave on half pay in respect of his service rendered in the vacation department, it has been decided that an officer transferred from a vacation department to a non-vacation department carries with him a title to privilege leave calculated only on that part of his service in the vacation department passed after the last vacation enjoyed in that department. G. I. No. 3531-P., Fin., 18-8-1893, commd. with G.I. No. 1131-P., Fin., 12-3-1896.

But if the vacation department officer at the time of his transfer to a non-vacation department has to his credit any privilege leave on full pay, which has accrued under Article 272, Civil Service Regulations, he should be allowed to carry this with him on transfer, so long as there is no interruption within the meaning of Article 246, Civil Service Regulations. C.-G.'s letter No. 1157-A. and A./423-16, 27-12-1916.

2. The grant of privilege leave to the staff of the Police Training School, Vellore, and the officers under training there, except Probationary Assistant and Deputy Superintendent of Police, will be regulated by the provisions of Articles 271 to 277. The probationary Assistant and Deputy Superintendents of Police under training in the Police Training School will be placed under the charge of the District Superintendents during the recess and the provisions of Articles 271 to 277 will not therefore apply to them. G.Os. Nos. 859, Judl., 13-5-1907, and 300, Judl., 23-2-1910.

3. An officer whose service in a vacation department has not been utilized for vacation or privilege leave can count such service as qualifying for privilege leave under the ordinary rules on his reversion to a non-vacation department. G.I., F.D., No. 520, 18-10-1890.

4. The right to privilege leave on full pay earned by being detained on duty during vacation is not forfeited by the officer enjoying a subsequent vacation. G.I., F.D., No. 2619, 19-8-1886.

NOTE.—The Assistants at the Agricultural College, Coimbatore, are not permitted to take regular vacations. They should ordinarily take their privilege leave during the college vacations and in case of furlough the vacation should be included as part of the leave. G.O. No. 738, Rev., 15-3-1911.

NOTE 2.—Offices attached to the Agricultural Research Institute do not fall under this article. C.I.T. letter No. G.A./5223, 20-12-1912.

NOTE 3.—The Madras Forest College, Coimbatore, should be treated as a non-vacation institute so far as the staff and the establishment are concerned. G.O. No. 3581, Rev., 6-12-1913, commd. with Finl. Endt. No. 8119—1, 9-12-1913. Forest Case No. 2-3 of 1911-12 to 1913-14.

[C.S.R.—272]

1. An officer of the Indian Educational Service attached as Professor to an educational institution, who has been appointed to be Meteorologist in addition to his other duties and who is entitled under the special rule applicable to that service to an annual vacation cannot be held to have been prevented from availing himself of the vacation within the meaning of article 272 of the Civil Service Regulations, G.I. No. 5078-Ex., F.D., 7-9-1906.

should he remain at headquarters during such a vacation in order to perform his meteorological work.

[C.S.R.—272 & 274]

G.I. letter No. 2262-P., Finl., 22-5-1897.

1. In determining the amount of privilege leave on which full pay may be drawn by an officer under Articles 272 and 274, the vacations not enjoyed by him during his uninterrupted service should be taken into account irrespective of the question whether they fall within the thirty-three months immediately proceding the application for leave.

G.I. letter No. P./3130, Fin., 22-7-1897. M.G.O. No. 1199, Judl., 20-8-1897.

2. In reference to the question as to the amount of privilege leave on full pay admissible under Article 274 to a District Munsif, who was transferred during the recess from a court which took its vacation late to one which took it early, the Government of India ruled that the calculation, under which the amount of privilege leave on full pay is determined, should be based on that part of six weeks' recess (six weeks being the period fixed for the annual recess of District Munsifs' Courts) which the District Munsif was precluded from enjoying by reason of his transfer, and that in making the calculation, the time actually spent in travelling from one station to the other and not the full joining time admissible under the rules, should be added to the period by which the recess actually enjoyed fell short of six weeks.

G.I. letter No. 6993-P., Fin., 26-12-1905.

3. Article 274 of the Civil Service Regulations should not be applied to cases which Article 272 is intended to cover; in such cases, the calculation of privilege leave should be made under the ordinary rules as prescribed in Article 272 of the Civil Service Regulations.

[C.S.R.—275]

A.-G.'s Ruling, 23-10-1896, on P.A.D. note for orders.

1. An officer transferred from a non-vacation to a vacation department does not forfeit the amount of privilege leave that he earned before his transfer to the latter department, and the expression "loses all claim to take the privilege leave at his credit" does not mean that the leave previously earned is annulled, but that Article 271 under which ordinarily no privilege leave is admissible except in case of urgent necessity, applies to his case.

[C.S.R.—277]

M.G. No. 1453, Judl., 11-9-1899, recorded in M.G. No. 806, Pub., 16-8-1900.

1. All members of the Indian Civil Service holding the post of District and Sessions Judges are precluded by the eighth clause of their covenants from quitting India without leave during the recess of their courts.

2. If, in consequence of the absence during vacation of an officer whose leave is governed by Article 277, it is necessary to place an officer in charge for the performance of work that may arise during the vacation, such charge must be arranged for without extra expense to the Government.

G.I., Fin. and Com., No. 3865-P., 21-6-1904. G.O. No. 450, Finl., 20-7-1904.

3. In the case of officers to whom privilege leave under the ordinary rules is not admissible, vacation cannot be combined with long leave unless the conditions of Article 233 are fulfilled. But it has been ruled that if an officer, while absent on vacation, is compelled (by illness or other cause accepted by the Local Government or the authority empowered to grant the leave) to apply for leave in continuation, the vacation and leave may be combined without

Page 72.—*Add* the following as paragraph (2) under

[C.S.R.—272]

2. The words "remain at his post on duty" occurring in this article have been used in the sense "detained during the vacation on duty." It is, therefore, immaterial whether the officer spends the period in his original station or is allowed to do his duty in a different station. C.-G.'s. letter No. 197 A. & A. 39-19, 25-2-1919.

[VI, 6-4-19]

Page 73.—*Insert* the following as paragraph 2 under

[C.S.R.—288]

2. The concession allowed to certain police officers by note (1) to article 288 has been extended to the officers of all the Salt, Excise and Customs Departments mentioned in article 288.

[VII, 10-5-19]

G.O. No. 607, Rev., 14-3-1919, and G. of I., Fin. Dept., Endt. No. 228-C.S.R., 18-3-1919.

reference to the minimum limit of duration laid down in clause (iv) of Article 233 of the Civil Service Regulations.

4. The provisions of Article 277 of the Civil Service Regulations do not permit of the combination of vacations with long leave both at its beginning and at its end; nor may vacations be treated as "Gazetted Holidays" within the meaning of article 220, Civil Service Regulations, and prefixed and affixed to long leave under this article. G.I. No. 437-C.S.R., F.D., 19-5-1914, to A.-G., Burma. G.A. 43-12 of 1913-14-15.

[C.S.R.—278]

1. A District and Sessions Judge, who combines vacation with leave out of India, may leave India during his Court's recess and count his furlough or special leave not from the date on which he leaves India but from that on which his Court's recess ends. G.I. No. 2499-P., Finl., 25-4-1907.

2. The extra expenditure provided against in Article 278 (*b*), Civil Service Regulations, does not include the travelling allowance admissible to an officer who is appointed to the additional charge of a District and Sessions Courts, the regular incumbent of which is absent during vacation. G.I. No. 2460-P., F.D., 2-5-1908.

SECTION IV.—EXAMINATION LEAVE.

[C.S.R.—279]

1. Article 279, Civil Service Regulations, applies to all optional language examinations not specially provided for in section IV, Chapter XII of the Regulations. G.I. No. 4907-C.S.R., F.D., 20-9-1910.

[C.S.R.—280 (c)]

1. Oxford and Cambridge are places approved by Government for the study of Sanskrit under this article. G.O. No. 1150, Pub., 2-8-1915. G.A. 47-11 of 1915-16.

[C.S.R.—283]

Forest Department.

1. Examination leave under section 67 of the Madras Forest Code should be granted only in exceptional cases and when it is granted, the Board of Revenue should always specify where it is to be spent, care being taken to select the locality most likely to conduce to progress in the study of the language for which the leave is sanctioned. G.O. No. 1900, Rev., 7-6-1910.

SECTION V.—HOSPITAL LEAVE.

[C.S.R.—288]

1. The concession granted by this article has been extended to headwarders, warders, keepers, attendants and patrols in the Lunatic Asylums at Madras, Calicut and Vizagapatam, whose pay does not exceed Rs. 20 a month. M.G. No. 707, Pub., 5-5-1915, commd. with Finl. Endt. No. 3629-1, 16-6-1915.

[C.S.R.—288-A]

1. The Director of Public Instruction has been empowered to grant maternity leave of absence on full pay to school mistresses for a period not exceeding two months. G.O. No. 595, Finl., 26-9-1912.

[C.S.R.—291]

1. The provisions of Article 291 of the Civil Service Regulations apply also to syces on the temporary establishment of the Civil Veterinary Department. G.I. No. 4831-P., F.D., 27-8-1916.

Chapter XIII.—Long Leave—European Services.

SECTION I.—EXTENT OF APPLICATION.

[C.S.R.—297]

G.I. No. 4812-P., F.D., 24-9-1909.

1. Applications from individual officers for transfer from the Indian Service Rules to the European Service Rules will be dealt with by the Government of India without previous reference to the Secretary of State in Council, but the privilege will be granted only in cases where strong reasons exist, each case being reported to the Secretary of State with a statement of the reasons.

[C.S.R.—297 (e)]

S. of S.'s Desp. No. 86, Finl., 13-6-1913, commd. with G.I. No. 629-C.S.R., F.D., 2-7-1913. G.O. No. 252, Mar., 31-7-1913.

1. Port Officers serving in the Madras Presidency are admitted to the benefits of the European Service Leave Rules.

G.I., F.D., 1019-C.S.R., 5-10-1914. G.A. 18-2 of 1913-14-15.

2. The term "solicitors" in clause (*e*) of Article 297, Civil Service Regulations, should be interpreted as "solicitors with English articles."

G.O. No. 2131, Judl., 3-10-1914, recording G.I., Home Dept., letter No. 1875, 25-9-1914, to the Regr., High Court, Calcutta. G.A. 18-2 of 1913-14-15.

This concession cannot, therefore, be allowed to the attorney incumbents of the Judicial departments mentioned in Article 297 (*e*), Civil Service Regulations.

SECTION II.—FURLOUGH.

[C.S.R.—299]

S. of S.'s Desp. No. 8, Fin. (Leave), 13-6-1913, commd. with G.I. No. 635-C.S.R, F.D., 7-7-1913.

1. Leave with pay out of India under the British Army Leave Rules is excluded in reckoning the six years beyond which, under Article 299, Civil Service Regulations, leave is not admissible.

2. See rule 13 under "Regulations regarding the grant of study leave to officers of the Indian Medical Service."

[C.S.R.—301 (b)]

G.I. No. 2642-P., F.D., 19-5-1908.

1. See rulings under Civil Service Regulations, 345.

2. The authority who sanctions the leave may relax the condition as to three months' service being rendered after return to duty before retirement can be permitted, provided he is satisfied that there has not been any deliberate or intentional evasion of the rules.

[C.S.R.—302]

G.I. No. 4602-P., F.D., 30-7-1903.

1. There is no distinction between furlough without medical certificate and furlough on medical certificate, and the rules for the calculation of "furlough earned" and "furlough due" must be applied on this understanding.

Furlough earned.

[C.S.R.—303 (ii)]

1. The expression "leave with pay out of India" used in article 303 (ii) of the Civil Service Regulations does not include time spent on temporary half-pay under Military Rules, nor is time so spent to be treated as leave for the purpose of Articles 299 and 300, Civil Service Regulations. G.I. No. 3351-C.S.R., Finl. Dept., 5-6-1911.

Furlough admissible.

[C.S.R.—308]

I.—Officer transferred from Indian Service Leave Rules.

1. In the case of an officer transferred from the Indian Service Leave Rules to European Service Leave Rules, leave on medical certificate under the Indian Service Leave Rules should be treated as an interruption of continuous service for the purpose of Article 308. G.I. No. 4388-P., Fin., 15-10-1896.

2. The expression "first furlough" in clause (iv) (1) and (2) of Article 308 (*b*) of the Civil Service Regulations includes furlough on medical certificate so that a military officer, who before becoming subject to the Civil Leave Rules has had furlough or leave on medical certificate under Military Leave Rules, may be granted furlough without medical certificate only under Article 308 (*b*) (iv) (2). G.I. No. 4602-P., F.D., 30-7-1903.

II.—Regulations regarding the grant of Study Leave to Officers of the Indian Medical Service.

1. Extra furlough for the purpose of study may be granted to officers of the Indian Medical Service on the recommendation of the Director-General, Indian Medical Service. G. of I., Army Dept., No. 1387/1 (A.D.), 27-8-1912, commd. with G.I. No. 506-C.S.R., F.D., 5-9-1912.

2. The period of such study leave will be calculated in the case of an officer taking study leave while under Military Leave Rules at the rate of one-twelfth of pension service, and in the case of an officer taking study leave while under Civil Leave Rules at the rate of one-twelfth of the same service as qualifies for his furlough under Articles 302 and 303 of the Civil Service Regulations, up to a total in any case of 12 months in all during an officer's service. G.O. 1182, Pub., 23-9-1912.

3. Officers of the Indian Medical Service undergoing a course of training in England for the Indian Assay Department will however be allowed study leave for the whole period of the course irrespective of their length of service. S. of S.'s Desp. No. 186, Mily., 16-10-1908, commd. with C.-G.'s Endt. No. 2861, 5-12-1908.

4. Study leave may be taken at any time, but will not be granted more than twice in the course of an officer's service. The conversion under rule 8 of part of an officer's furlough into study leave does not count as a grant of study leave within the meaning of this rule.

NOTE.—An officer can take study leave within eighteen months of his last return from privilege leave of over six weeks and he can proceed on combined privilege leave and study leave for a total period of less than six months.

5. The minimum period of study which will render an officer eligible for study leave shall be two months. G.I. No. 1424-P., F.D., 18-3-1907.

G.I., F.D., No. 674-C.S.R., 13-7-1916, commg. G.I., Army Dept., No. 10921-3-A.D., 8-7-1916. G.O. No. 1395, Pub., 23-7-1916.

6. The minimum period of leave granted solely as study leave shall be six months. Time spent on the journey to and from India by an officer whose study leave is not combined with any other kind of leave, will reckon as study leave, but the allowance specified in rule 11 will be granted only during the period of study and of the examination at its conclusion. An officer whose study leave is combined with any other kind of leave will, however, be required to take his period of study leave at such a time as to retain, at his conclusion, a balance of other previously sanctioned leave sufficient to cover his return journey to India.

When an officer has been granted a definite period of study leave and finds after arrival in England that his course of study will fall short of the sanctioned period to any considerable extent, his absence from India will be reduced by the excess period of study leave unless he produces the assent of the authorities in India to his taking it as ordinary furlough.

A.-G.'s orders, 21-8-1912. (Captain Robb's case.)

NOTE.—Joining time is admissible to an officer returning from combined study leave and privilege leave, if on his return his appointment is changed. It should be calculated from his port of disembarkation or from his old station, whichever is less.

7. Study leave can be combined with any other kind of leave, provided the period occupied in study is not less than two months and, in the case of leave on medical certificate, provided that the Medical Board at the India Office certifies that the officer is fit for study. In the case, however, of officers in military employment, study leave cannot be taken in continuation of the combined privilege leave and furlough admissible under the terms of India Army Order No. 64 of 1904, if the total period would thereby exceed eight months, but study leave may be so taken provided such leave is for not less than two months and the total period of combined privilege leave, furlough and study leave does not exceed eight months; this limitation to eight months does not, however, apply in the case of study leave combined with privilege leave alone.

G.I., F.D., No. 51-C.S.R., 21-1-1914. G.A. 43-4 of 1912-13-14.

The total period of absence from duty in India in the case of officers under the leave rules of 1886 for the Indian Army or under the Civil Leave Rules will be strictly limited to two years subject to the following provisos :—

(*a*) In the case of officers under the Leave Rules of 1886 for the Indian Army, no leave (including study leave combined with other leave) in excess of one year may be granted in the first instance, and

(*b*) in the case of officers under the Civil Leave Rules, the leave granted may be extended up to a maximum of three years on medical certificate.

8. Except as provided in rule 9, all applications for study leave shall be submitted, with the audit officer's certificate, to the Director-General, Indian Medical Service, through the prescribed channel, and the course or courses of study contemplated and any examination the candidate proposes to undergo shall be clearly specified therein.

9. Officers on furlough who wish to have part of their furlough converted into study leave should address the Under Secretary of

State, India Office, and should furnish a statement showing how it is proposed to spend the study leave. Similarly, officers on furlough or other leave who desire to have it extended for purposes of study should address the Under Secretary of State, but in addition to the statement of the proposed study they must support their applications with documentary evidence of their having obtained the approval of the authorities concerned in India to their applying for an extension of leave.

10. An officer who is at home on combined leave may be permitted to commence a course of study before the end of his privilege leave, and to draw for such period the lodging allowance admissible under rule 11, without forfeiting his privilege leave allowances during such period. For all purposes of record and subsequent calculation of leave, the full amount of study leave taken shall in such cases be postdated as if it commenced at the end of the privilege leave.

11. For the course of study as well as for the period covered by any examination at the end of course of study, lodging allowance at the rate of 8*s*. a day for a field officer, 6*s*. for a captain and 4*s*. for a lieutenant, will be granted on the production of certificates required by rule 13. It is to be understood that, in order to qualify for the grant of study leave or for the receipt of lodging allowance, a definite course of study at a recognised institution, which will occupy the time of the officer for five or six days a week, must be pursued. Lodging allowance will be admissible up to fourteen days for any period of vacation. A period during which an officer interrupts his course for his own convenience, cannot be considered as vacation.

S. of S. Desp. No. 62, Mily., 23-5-1913, and G.I. No. 627, C.S.R., F.D., 2-7-1913. G.O. No. 893, Pub., 16-7-1913.

In the case of an officer retiring from the service without returning to duty after a period of study leave, the lodging allowance will be forfeited. If the officer is under Civil Leave Rules, the study leave will be converted into furlough to the extent of the furlough standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be so converted, will be excluded in reckoning service for pension.

G.I. No. 10921-2, A.D., 5-5-1916, commd. with G.I. No. 431, C.S.R., F.D., 11-5-1916. G.O. No. 999, Pub. 23-5-1916. G.O. No. 2084, Rev., 12-9-1916.

Explanation.—The terms "Field officer" includes an officer of the rank of "Major."

Letter from the Examiner of Military Accts., 9th (Secunderabad) Division, Bolarum, No. 4649, 15-10-1911.

12. The rate of pay admissible during study leave is as follows :—

(*a*) To an officer taking study leave while under Military Leave Rules: the rate of furlough pay admissible to him under those rules.

(*b*) To an officer taking study leave while under Civil Leave Rules: the rate prescribed in article 314 of the Civil Service Regulations for an officer on ordinary furlough, subject to the limits laid down in Article 314 (*a*).

13. On completion of a course of study a certificate on the proper form (which may be obtained from the India Office), together with any certificates of special study should be forwarded to the Under Secretary of State, India Office, who will arrange for the transmission of copies of the documents to the Director-General, Indian Medical Service. Officers may also be called upon to report themselves in person to the President for the Medical Board, India Office, on the conclusion of their course of study.

14. Study leave will count as service for promotion and pension, but except so far as it may be taken during privilege leave (*see* rule 10), it will not count for furlough or any other leave. It will not affect any leave which may already be due to an officer; and will not be taken into account in reckoning the aggregate amount of furlough taken by an officer towards the maximum period of six years admissible under Article 299 of the Civil Service Regulations.

Instructions for the Preparation of Last-pay Certificates of Officers proceeding on Study Leave.

G.I. No. 6010-P., Finl., 2-11-1905. G.I. No. 4230-P., 31-7-1906.

15. Subject to the restriction in Rule 7 of the study leave rules furlough on medical certificate may be granted in continuation of study leave. Study leave cannot, however, be commuted to furlough on medical certificate. Special leave is admissible in continuation of study leave. When privilege leave combined with study leave is followed by special leave the duration of the privilege leave and special leave should not, with reference to the provisions of Article 233 (ii) of the Civil Service Regulations, exceed six months.

G.I. No. 718-C.S.R., F.D., 6-2-1912.

In the case of every officer of the Indian Medical Service, subject to the Civil Leave Rules, the date on which he became subject to the Civil Service Regulations should be entered in his last-pay certificate when proceeding on leave to Europe.

[C.S.R.—308 (b) (iii)]

G.I. letter No. 3249-Ex., F.D., 5-6-1903. G.O. No. 401, Finl., 19-6-1903.

1. The interval of eighteen months between the date of return from the last combined leave and that of again proceeding on furlough should commence from the date of the officer's actual return to duty on the termination of the combined leave, i.e., in the case of leave taken out of India, the date of expiry and not commencement of the subsidiary leave.

[C.S.R.—309]

G.I. No. 3107-P., F.D., 24-6-1909.

1. The phrase "on very urgent private affairs" used in article 309 applies to both furlough and special leave and not to the latter only.

G.O. No. 278, Judl., 14-2-1908.

2. For the purpose of Article 309, Civil Service Regulations, officers of the Indian Medical Service belonging to the Jail Department should be excluded from the provincial lists of Covenanted Medical Officers in Civil employ. The number of officers holding jail appointments to whom leave may be granted at one time will be calculated with reference to the total number of officers of the Indian Medical Service holding jail appointments in the whole of India.

G.O. No. 447, Pub., 13-4-1914. G.A. 43-1 of 1914-15.

3. For the purpose of Article 309, Civil Service Regulations, officers of the Indian Medical Service belonging to the Chemical Examiner's Department should be excluded from the provincial lists of covenanted Medical officers in Civil employ.

[C.S.R.—314 (b)]

G.I. No. 5695-C.S.R., F.D., 29-10-1910. G.O. No. 1099, Pub., 29-11-1910.

1. The provisions of Article 314 (*b*) make no distinction between furlough on medical certificate and furlough without such a certificate.

[C.S.R.—315]

Subsistence Allowance for the third year of an Officer's Furlough.

1. In the event of an officer obtaining three years' continuous furlough, he will be entitled to draw, for the third year of his leave, a subsistence allowance calculated under the provisions of Article 315 (1) even though it may exceed his ordinary furlough allowance.

G.I. No. 2020-P., F.D., 8-5-1895.

[C.S.R.—314, 315, 318, 320]

1. For calculation of leave allowances to be granted to civil officers employed on military duty in connexion with the war who may proceed on long leave with allowances either immediately or within three years of their reverting to civil employment, please see ruling embodied as paragraph 3 under Article 16 of the Supplement. "Pay or salary last drawn" on duty, referred to in these articles should, in the case of an officer on military duty in India, be assumed to be what they would have been if the officer had continued to be in civil employ, calculated according to the next below rule, where this is applicable. Where the next below rule is not applicable, they should be taken to be pay or salary, including remunerative local allowance if any, which the officer would have drawn in the appointment on which he then had a lien.

S. of S.'s desp. 28 for 28-4-1916, reproduced in G.O. No. 434, Finl., 7-8-1916.

2. In the case of officers on military duty in Europe or overseas the time spent by them as such should be excluded in determining "the pay or salary last drawn on duty."

[Vide also under article 16.]

SECTION IV.—SUBSIDIARY LEAVE.

[C.S.R.—321 (a) & 321 (b)]

1. For the purpose of subsidiary leave, leave to Ceylon should be treated as leave out of India.

G.I. No. 714-P., F.D., 8-2-1901.

2. An officer, to whom Articles 271 to 274 apply, when proceeding on leave between two vacations is not entitled to draw allowances equal to full salary under article 331 during subsidiary leave, in consideration of service rendered since the last vacation, as under the terms of the note to Article 272, no certificate of title to privilege leave can be given for a period of service rendered by such an officer between two vacations until the second vacation expires.

G.I. No. 427-P., F.D., 31-1-1894.

[C.S.R.—329]

1. In the case of an officer who had been on duty in the Madras Presidency and who, on return from furlough out of India, reported himself for orders at Madras on the 6th June and assumed charge of his duties at Karachi on the 23rd June, the Government of India treated the intervening period from 6th to 22nd June as subsidiary leave and would not treat the officer as having been on duty from the date on which he reported himself at Madras.

Letter from the Govt. of India in the Home Dept., No. 325, 10-3-1908 commd. with letter from A.-G., Bomba No. $\frac{\text{G.A.I.}}{4326}$, 30-3-1908.

G.I. Order in the Home Dept., No. 388, 8-9-1882, commd. in G.O. No. 1034, Pub., 25-9-1882.

2. An officer on return from furlough cannot claim that the Government shall at once provide him with a suitable appointment. The officer must submit to such delay as may be required in the interests of public service.

Government is entitled to require him to wait, his subsidiary leave being extended subject to the limitations prescribed by the rules.

SECTION V.—EXTRAORDINARY LEAVE.

[C.S.R.—332, Note 1]

Casual Leave.

G.O. No. 626, Finl., 18-7-1898.

1. The period of absence of a subordinate directed by the head of his office to absent himself from duty in consequence of the prevalence of infectious disease in his house shall be reckoned as casual leave, but shall not be counted against casual leave that may be due.

S. of S.'s Desp. No. 79, Finl., 15-12-16, received by G.I. on 8-1-1917 commd. with G.I., Finl., No. 55-C.S.R., 18-1-1917.

Local Governments have been authorized when the circumstances justify this to sanction the entertainment of a substitute without prejudice to the pay of the absentee, provided that the absence does not exceed thirty days and the pay or salary of the absentee is not more than Rs. 100 a month. As regards the circumstances which would justify this, the following extract from the despatch of the Government of India should be borne in mind:—"Enforced absence of an officer who is prohibited from attending on account of the prevalence of some infectious disease in his family is usually treated as casual leave, the grant of which, however, should entail no extra expense on the State. If the absentee is on low pay and his duties cannot be arranged for without entertaining a substitute, his pay has to be given in full to the latter and he can therefore ordinarily draw no pay for the period of absence. It would be possible to treat the absence as privilege leave if it were due to the officer at the time; but such leave may not be due, or the officer may hold only a temporary or officiating appointment in which case no extra expense should result from the grant of privilege leave" [vide Article 242 (*a*), Civil Service Regulations].

G.O. No. 53, Pub., 23-1-1895. G.O. No. 1185, Pub., 17-9-1898.

2. When volunteers who are Government servants attend camps of exercise or attend Rifle Meetings with the permission of the heads of their departments or offices, they will be considered to be on casual leave during the period of their absence from duty, but such leave shall not count against the casual leave for which a Government servant is ordinarily eligible.

G.O. No. 227, Mar. 18-7-1910.

3. Royal Navy Reserve officers serving under Government, who attend the annual 14 days' training prescribed by the Royal Navy Reserve Regulations, with the permission of the head of their departments, are allowed to count this period together with the period actually spent in travelling to and from such training as casual leave, provided that no special arrangements have to be made for replacing them. Such leave is not counted against the casual leave for which these officers are ordinarily eligible.

4. Members of Works establishment may be granted casual leave. Vide G.O. No. 2692 W., dated 28th September 1892.

Chapter XIV.—Long Leave—Indian Services.

SECTION I.—EXTENT OF APPLICATION.

[C.S.R.—334]

1. Police constables of all classes should be treated as in superior service for the purposes of leave. **G.I., F.D., No. 428-P., 27-1-1906.**

[C.S.R.—**335** (a)]

1. For purposes of calculating leave allowance of an absentee, whose pay is less than Rs. 100 a month, Local Fund servants acting in Government service in consequence of such absence should be treated as outsiders, i.e., the entire salary of such an acting officer must be regarded as part of the provision made for the discharge of the absentee's duties. **A.-G.'s Order, 16-11-1899.**

Similarly Government servants acting in Local Fund appointments, pensionable under article 802, should be treated as outsiders, the entire salary of such an acting officer must be regarded as part of the provision made for discharge of the absentee's duties under the Local Fund. **A.-G.'s Orders, 3-11-1913. L.F. 11-129 of 1913-14.**

2. For the purpose of calculation of absentee allowance due to an officer on long leave whose pay is less than Rs. 100, the pay day by day and not for the month as a whole should be taken into consideration (e.g.) *A*, whose pay is Rs. 55, was granted furlough from the 3rd June and *B*, a clerk in the same office drawing Rs. 35, was appointed to officiate in his place. No arrangements were made in *B*'s place from 3rd to 7th, but an outsider was appointed in his place from the 8th to the 30th June on Rs. 35, the full pay of the appointment. *A* may be allowed to draw leave allowance at Rs. 27-8-0 per mensem from 3rd to 7th June, and at Rs. 9 per mensem the available balance of the pay of his appointment (i.e., Rs. 55 less the acting allowance of *B* at Rs. 11 and the pay of the outsider at Rs. 35) from 8th to 30th, viz., Rs. 11-7-9 in all. **G.I. No. 2550-P., F.D., 29-5-1909.**

3. The word "cost" used in line 3 of the article should not be held to include grain compensation allowance, which is neither "pay" as defined in Articles 38 (*a*) and 39, Civil Service Regulations, nor acting allowance. **G.O. No. 239, Finl., 18-4-1912.**

SECTION II.—LONG LEAVE.

Leave on Medical Certificate.

[C.S.R.—336]

1. Leave on medical certificate granted under note 1, article 336, Civil Service Regulations, to an uncovenanted officer who has a temporary or officiating appointment only should not be deducted from the total amount of three years admissible under that article, if he eventually receives a substantive appointment. **G.I. No. 2545, F.D., 21-5-1889.**

[C.S.R.—336-1]

G.I., Mily. Dept., No. 2257-N.W., 30-8-1895, recorded in G.O. No. 657, Finl., 11-10-1906.

1. A temporary employee shall have no claim that his appointment shall be kept open for him after three months' absence on leave on medical certificate, and that his superior may, if longer leave is required, proceed to make new temporary arrangements.

[C.S.R.—338]

G.I. No. 5720-P., F.D., 30-10-1902.

1. In the case of privilege leave of over six weeks' duration taken in combination with other leave, the interval of eighteen months, prescribed by Articles 338 (proviso iii), 566, section 4 (*c*), and 583 (*a*) (iii) of the Civil Service Regulations, begins to run from the date of return to duty on the termination of the combined leave.

[C.S.R.—338 (b) (iii)]

[See rulings under C.S.R., 308 (*b*) (iii).]

[C.S.R.—339]

G.I. No. 5471-P., F.D., 17-10-1902.

1. Any furlough or leave on private affairs, of not more than two months' duration granted, before the concession in Article 339, ruled was sanctioned, may be retrospectively commuted into leave without allowance.

[C.S.R.—339-2]

G.I., Mily. Dept., No. 2234-M.W., 29-8-1895, recorded in G.O. No. 657, Finl., 11-10-1916.

1. A temporary officer cannot claim to retain any lien upon his temporary appointment, if he absents himself (on leave without allowances) for more than three months. He is not, however, debarred from a second grant of such leave, at the option of his superior officer.

Leave Allowances.

[C.S.R.—340, 341 (a)]

G.I. No. 3305-P., Finl., 10-7-1897.

1. An officer, whose pay is less than Rs. 100 a month, proceeding on sick leave out of India is not entitled to the minimum rates of leave allowance laid down in Article 341 (*a*), if the grant of the minimum allowance would mean that the officer's leave allowance, together with the cost of providing for the discharge of his duties, would amount to more than the pay of the appointment.

[C.S.R.—340 (c)]

G.I. letter No. 4550-P., Fin. and Com., 29-7-1903.

1. In the case of an officer who has no substantive appointment but who holds an appointment sub. *pro tem.* when he proceeds on leave, the sub. *pro tem.* pay of the officer should be taken as "pay" within the meaning of Article 340 (*c*), Civil Service Regulations, but in the case of an officer who holds a sub. *pro tem.* appointment in addition to his substantive appointment, his substantive pay proper and not sub. *pro tem.* pay should be regarded as "pay" for the purposes of the same article.

G.I. No. 3827-P., 30-6-1903.

2. An officer on privilege leave has given up office within the meaning of Article 340 (*c*), and therefore a reduction of pay during privilege leave prefixed to furlough does not affect his furlough allowances.

3. In cases coming under Article 340 (*c*) though the leave allowance is calculated on pay (and not average salary), the minimum for the purpose of Article 342 should be calculated on last salary and not on pay only.

4. The leave allowance of an officer who acts in a gazetted appointment, but whose permanent appointment is not gazetted, should be calculated on his average salary as an officiating gazetted officer notwithstanding that he does not retain a lien on his officiating appointment, and notwithstanding that by such a calculation the officer receives less than half the pay of his substantive appointment. G.I. No. 691, F.D., 9-2-1888. G.I. No. 83-C.S.R., F.D., 8-1-1912.

5. When a temporary appointment is created for a particular piece of work, the intention is that the officer who may be appointed to fill it shall not take leave during the duration of the work, and if, for any reason he is compelled or allowed to do so, he ought not to get higher leave allowances as a consequence of the higher pay temporarily granted to him. It would not, however, be equitable to apply this principle in cases where the work is protracted, and when the duration of the temporary appointment is consequently prolonged. In such cases the leave allowances of the absentee and the savings referred to in Article 335 should be based on the pay attached to the temporary appointment and on the arrangements made for filling it during the absence of the substantive incumbent. G.I. No. 614-P., F.D., 5-2-1907.

The test to be applied in determining whether or not an officer holding a temporary appointment going on leave should be granted leave allowance calculated on the pay of the temporary appointment, is whether or not the temporary appointment was originally created, or has already lasted, for more than six months. (*Cf.* Article 266, C.S.R.)

6. With effect from 9th June 1916 temporary rates of pay granted in lieu of substantive pay plus deputation (duty) allowance in consideration of increased work and responsibility will count for leave allowances and pension. G.I. No. F.D. 592-E.B., 9-6-1916 and G.O. No. 255, Finl., 26-6-1916.

[C.S.R. 340 to 343 and 348]

See the rule under 314, 315, 318 and 320.

[C.S.R.—342]

1. An officer granted furlough for two years under Article 338 on the ground of ill-health is entitled to *half Average Salary* during the whole period of his furlough under Article 340 (*b*) and the concession to him of £200 a year or three-fourths of last salary (whichever is less) as a minimum rate of allowance, applies to the whole period of his furlough and not to the first fifteen months only as in the case of an officer on leave on medical certificate under Article 336. G.I. No. 3777-P., F.D., 2-9-1893.

2. The minimum rate is applicable also to the special departments and special officers who are subject to the leave rules in Part V of the Civil Service Regulations. G.I., Finl., No. 4780-P., 6-11-1893.

[C.S.R.—345]

1. Leave on private affairs granted for three months in combination with privilege leave for three months, may, on medical certificate under Article 233 (iii), Civil Service Regulations, be extended to the maximum of six months, provided that the Medical Officer who recommends the extension certifies that in his opinion the officer reported upon will be fit to return to duty on the expiration of the term of extension. G.I. No. 5449-P., F.D., 26-9-1906, copy of which was received with A.-G.'s Bombay, letter No. $\frac{\text{G.A.D.}}{374}$, 3-5-1907.

It should be seen that the officer has got his service sufficiently extended to meet the requirements of the note under the article which requires that he should be on duty for at least three months after his return from leave.

G.I. No. 5445-P., F.D., 26-8-1904, to A.-G., Punjab, received with D.O., 6-11-1907. G.I. No. 2642-P., Finl. Dept., 9-5-1908.

2. Leave granted under Article 301 (*b*) or 345, Civil Service Regulations, to an officer who has attained the age of 55 years should not be regarded as having been improperly granted in the event of circumstances arising which necessitate his retiring without returning to duty or within three months after his return to duty as there is no intention to make conditions more stringent in the case of such leave than they are in the case of privilege leave granted under ordinary conditions under the provisions of Article 826 of the Civil Service Regulations.

Note.—As regards the retention of privilege leave allowances—vide rule 5 under Article 264 above. (For the history of this rule vide case 31, Volume III of Mr. Gamble's audit rulings.)

3. In the case of furlough or leave other than the classes mentioned in Article 345 improperly granted to an officer after he has attained the age of 55 years and from which he does not return to duty or after which he retires within a period of three months he should be treated in the same way as one who was granted special leave, recorded the declaration but did not adhere to the conditions of that declaration and was unable to explain his change of mind. In a case of this kind, the usual course is to cancel the leave and to treat the officer as having retired from the beginning of his leave. The same course should be adopted in the case of an officer who is erroneously granted furlough from which he does not return to duty.

4. Leave granted to an officer, which, on verification of his service prior to retirement, proves to have been wrongly granted, should be retrospectively commuted into such leave as was admissible and the commuted leave should be excluded from qualifying service if it does not count under Article 408 of the Civil Service Regulations.

G.I., F.D., No. 876-C.S.R., 24-7-1915. G.O. No. 507, Finl., 10-8-1915. G.A. 43-3 of 1915-16.

5. The restrictions in regard to the grant of leave after the age of 55 years imposed by this article do not apply to officers holding temporary appointments.

[C.S.R.—346]

G.I. letter No. 21-P., Fin. and Com. Dept., 5-1-1903.

1. Subsidiary leave is not admissible on return from extraordinary leave without allowances granted in continuation of leave on medical certificate.

[C.S.R.—348]

G.I., Finl. No. 318-P., 19-2-1896.

1. Half and quarter average salary referred to in Article 348 are subject to the limitations prescribed in Articles 341 and 342 of the Civil Service Regulations.

[C.S.R.—349-A]

Page 85.—*Insert* the following :—

Officers who come under the new rules for pension (Articles 404-A, 465-A, 474-A and 475-A of Civil Service Regulations) prior to their transfer to the Income-tax departments, will not lose their pensionary rights under those rules.

G.I., F.D., No. 2822 F., 5-10-1921. G.O. Mis. No. 226 Fin. (Sep. Rev., 20-10-1921. Pen. Mis. No. 3-43 of 1920-21.

[XXXII—6-1-22]

PART IV.—ORDINARY PENSIONS.

Chapter V.—General Rules.

SECTION II.—CASES IN WHICH CLAIMS ARE INADMISSIBLE.

Specification of Cases.

[C.S.R.—350 & 352]

1. The following is the list of menial servants in all departments, who, as well as others whose whole time is not retained for the public service, are for that reason ineligible for pension, as their whole time is not retained for the public service :— G.O. No. 489, Pen., 3-7-1897.

* 1. Lamp-lighters.
2. Toties.
3. Scavengers.
4. Sweepers on less than Rs. 4 per mensem.
5. Punkah-pullers.

2. With regard to other menial servants the Government on 3rd July 1897 declared under Article 350 that future incumbents of the following classes of menial offices would not be eligible for pension :—

Class.	Remarks.
1. Watchmen, watermen, cooks, and ward attendants in the Police Hospitals.	They draw small pay, and it is convenient at times to be able to dispense with their services when the hospitals are empty.
† 2. Cook, masalchi, and ward cooly in the Jail Department.	Valuable property is seldom entrusted to them, and the routine performance of their duties can be sufficiently secured by the same system and punishments as are found efficient by private employers.

* Certain "lamp-lighters" in the Revenue Department are whole-time servants and are designated "masalchis" to bring them on the pensionable establishment and incumbents appointed prior to 3rd July 1897 are eligible for pension (G.O. No. 515-R., dated 9th September 1898).

† Service of the future incumbents of the class of "cooks" in other departments also is non-pensionable (G.O. No. 899, Pension, dated 30th November 1898).

Class.	Remarks.
3. Iceman, masalchi, lascar, bathman, bricklayer, puckaly, butcher, carpenter, gardener, bearer, servants' headman, kitchen-woman, blacksmith, nurse's maty, coolies, ayah, water-man or water-woman, barber, and cleaning-man of the Medical Department.	These appointments involve no responsibility. (G.O. No. 145, Pension, 28th February 1899.)
4. Service as rickshaw cooly of the Sea Customs office, Madras, does not qualify for pension.	M.G., Finl. Endt. No. 4552–1, 3rd November 1908, communicating G.O. No. 2929, Rev., 21st October 1908.
5. The services of the male sweepers who may hereafter be entertained in the Government Press, Madras, will be non-pensionable.	M.G., Finl. Endt. No. 4233–1, 6th October 1908, communicating G.O. No. 799, Pub., 28th September 1908.
6. Water-men, scavengers, handcartmen, and watchmen (except the one for the Secretariat offices on Stonehouse Hill) of the Public Works Department.	Their employment is sanctioned from year to year under the head "Temporary establishment."
7. Night peons, masalchis, conductresses, gardeners, water-Brahmans, water-carriers, water-men, and water-women of the Educational Department.	No difficulty is experienced in obtaining such menial labour at the market rate without the provision of a pension.
8. No gardeners who are menial servants in any department are eligible for pension. Overseers employed under the Curator, Government Gardens and Parks, the Nilgiris, and European gardeners recruited under the special conditions of appointment of gardeners for service in India do not come under this ruling.	G.O. No. 185, Pen., 9th April 1910.
9. Collecting taxidermist, gardeners, water-pandal Brahman, night-watchman, and chokra of the Museum Establishment.	Pension is not desirable in the case of these men.
10. The syces, grass-cutters, farrier, and chuckler sanctioned for the upkeep of the horses belonging to the Police Training School, Vellore, will be whole-time servants but will not be eligible for pension.	(M.G. No. 1145, Judl., 10th July 1906.)

3. Service as tailor or dhobi does not count for pension. M.G. No. 145, Pen. 28-2-1899.

4. The service of establishments paid wholly from the "Labour Transport Fund" (section 218 (2) of the Assam Labour and Emigration Act II of 1901, and heads XXI-C. Emigration Fees—Revenue and Receipts, and 26 L. Inland, Labour Transport—Expenditure of the Civil Budget Estimates) does not qualify for pension. G.O. No. 626, Pub., 26-7-1904.

5. The service of the motor launch establishment of the Office of the Agent for Government Consignments, Madras, is non-pensionable. G.O. No. 151, Marine, 11-5-1914. (Pen. Mis. 3 of 1914-15.)

6. Service in the Port Gig establishment of the Port of Madras is non-pensionable with effect from 4th June 1914. G.O. No. 175, Marine, 4-6-1914. Pen. Mis. 3 of 1914-15.

7. The following classes of menials entertained on or after 1st October 1910 are ineligible for pension. This list is not exhaustive and the principle laid down in G.O. No. 442, Financial, dated 8th October 1910, should be applied to all menial servants of the classes mentioned below by whatever designation they may be called (G.O. No. 228, Financial, dated 9th May 1911);—

NOTE.—The pensionary rights, however, of incumbents who were in service on 1st October 1910 have been safeguarded and their names included in the Government* Orders quoted below and in other Government Orders issued from time to time with reference to paragraph 4 (ii) of G.O. No. 442, Financial, dated 8th October 1910:—

* G.O. No. 436,	Financial,	dated	12th July 1912.
„ 507	„	„	15th August 1912.
„ 804	„	„	21st December 1912.
„ 196	„	„	11th March 1913.
„ 27	„	„	11th January 1915.

Serial number.	Classes of menial servants.	Departments or offices to which the servants are attached.
1	Sweepers ...	All departments and offices.
2	Scavengers ...	
3	Lamp-lighters or masalchis.	
4	Toties	
5	Punkah-pullers ...	
6	Cooks	
7	Dhobis	
8	Tailors	
9	Gardeners ...	
10	Watchmen (including night watchmen or night peons).	Police hospitals, Public Works Department except the watchmen for the Secretariat offices and for the press buildings on the Stonehouse hill. Educational Department, Government Museum and the Technical Institutes at Madura and Tinnevelly.

NOTE (i).—Caretakers come under the class of watchmen non-pensionable under G.O. No. 489, Pension, dated 3rd July 1897. The posts of caretakers of the Residency buildings at Trivandrum, Bolghotty and the High Range are thus non-pensionable (G.O. No. 204 W., dated 6th February 1912).

(ii).—The two sandspit gardeners at Negapatam and the three watchmen at Tuticorin are non-pensionable (G.O. No. 191, Marine, dated 14th June 1912).

Serial number.	Classes of menial servants.	Departments or offices to which the servants are attached.

Exceptions.—(*a*) Watchers in Government Girls' schools eligible for pension: designation to be altered into that of peons (G.O. No. 248, Educational, dated 27th April 1911).

(*b*) Night watchmen of the Registration department excluded from the scope of the G.O. No. 442, Financial, dated 8th October 1910 (G.O. No. 264, Financial, dated 29th May 1911).

(*c*) Gollahs employed in the District treasuries and in the Resident's treasury at Trivandrum are excluded from the scope of the Government Order of October 1910 (G.O. No. 436, Financial, dated 12th July 1912).

(*d*) Night watchmen and night watchwomen in Government Lunatic Asylum at Madras, the designation to be altered into "patrols" and doorkeeper in the Leper Hospital, Palliport (the designation to be altered into "peon") are also exempt from the operation of the Government Order of October 1910 (G.O. No 431, Financial, dated 12th July 1912).

(*e*) Gollahs and watching peons in the Court of Small Causes, Madras, are eligible for pension (G.O. No. 618, Financial, dated 8th October 1912).

11	Watermen including water-women, water carriers, water Brahmans and puckalis.	Police hospitals, Medical Department, Public Works Department, Educational Department, Government Museum and Veterinary dispensaries.
12	Ward attendants.	Police hospitals and Veterinary dispensaries.

Exception.—Ward attendants in Government hospitals other than in Police hospitals and veterinary dispensaries have been excluded from the scope of the Government Order of October 1910 (G.O. No. 435, Financial, dated 12th July 1912).

13	Ward coolies ...	Jail Department.
14	Iceman	Medical Department.
15	Lascars	Medical Department.
16	Bathmen	Medical Department.
17	Bricklayers ...	Medical Department.
18	Butcher	Medical Department.
19	Carpenters ...	Medical Department.
20	Bearers	Medical Department.
21	Servants, head-man.	Medical Department.

Serial number.	Classes of menial servants.	Departments or offices to which the servants are attached.
22	Kitchen-women ...	Medical Department.
23	Blacksmiths ...	
24	Nurses' maties ...	
25	Coolies	
26	Ayahs	
27	Barbers	
28	Cleaning men ...	

Exceptions.—(1) The lascar in the office of the Agricultural Chemist, Coimbatore, has been excluded from the Government Order of October 1910 (the designation to be altered into laboratory attendant).

(2) Boatmen, lascar, lightkeeper at Adirampatnam and flag lascars at Vakalapudi and Ponnāni are eligible for pension (G.O. No. 436, Financial, dated 12th July 1912).

(3) Minor irrigation lascars are eligible for pension (G.O. No. 26, Financial, dated 11th January 1912).

29	Hand cartmen ...	Public Works Department.	G.O. No. 463, Finl., 4-7-1913
29-A	Lascars	Do.	

NOTE.—The posts of "gate-keeper" and "office boy" in the Public Works Workshops have been excluded from the scope of G.O. No. 442, Financial, dated 8th October 1910 (the latter appointment to be designated in future as "reference-picker") No. 27, Financial, date 11th January 1915. So also the appointment of press messenger in the Public Works Secretariat. G.O. No 27, Finl., 11-1-1915. G.O. No. 718 W., 2-9-1914, commd. with the Finl. Endt. No. 5802-1, 5-9-1914.

30	Conductresses ...	Educational Department.
31	Chokra	Government Museum.
32	Syces	Provincial Police Training School, Vellore.
33	Grass-cutters ...	
34	Forris	
35	Chuckler	

Exception.—The post of bellows-boy in the Central Recruits' School, Vizianagram, should be treated as pensionable (G.O. No. 196, Financial, dated 11th March 1913).

36	Rickshaw coolies.	Sea Customs Office, Madras.
37	Mali-chowkidars.	Ecclesiastical Department.

N.B.—Those appointed on or after 8th August 1910--non-pensionable (G.O. No. 73, Ecclesiastical, dated 8th August 1910).

38	Fly-wheel turner.	Technical Institute, Tinnevelly.
39	Chainman in the Municipal Town Survey Establishment.	Non-pensionable from the 1st of June 1912.

N.B.—Elephant's servants in the Agency tracts are excluded from the operation of G.O. No. 442, dated 8th October 1910 (G.O. No. 436, Financial, dated 12th July 1912). G.O. No. 1681, Judl., 8-12-1909. T.M. 25-7 of 1909-10.

8. Service on the establishments of official receivers within the local limits of the jurisdiction of the District Courts is non-pensionable. G.O. No. 131, Judl., 19-1-1914. G.O. No. 1074, Home (Judl.), 24-5-1917.

[C.S.R.—353]

Suspension not followed by reinstatement.

G.I., F.D., No. 5373-P., 27-11-1899.

1. If an officer is suspended and applies for pension without being reinstated he is not eligible for any pension without the orders of the Secretary of State.

[C.S.R.—354]

S. of S.'s Desp. No. 187, Finl., 15-11-1901, commd. in G.O. No. 122, Pension, 5-3-1902.

The Government of India are empowered to grant compassionate gratuities to the families of deserving Government servants left in indigent circumstances in cases which are of a very exceptional character.

G.I., F.D., No. 3442-P., 10-6-1908.

The Government of India are also empowered to grant compassionate gratuities to families left in indigent circumstances by invalided officers dying prematurely after retirement from diseases contracted in the discharge of their official duties.

Military Service.

[C.S.R.—356]

G.I., No. 6838-P., Fin. and Comce., 28-10-1904.

1. Service in the Army Reserve is not pensionable under Military rules except when the non-commissioned officer or soldier concerned is recalled to the colours before taking his final discharge, and an officer not so recalled can count his service in the Civil Department while he was in the Army Reserve provided it is otherwise qualifying.

L.S., Pen., No. 903, 2-3-1907 and U.O. No. 326, 4-11-1908.

2. A soldier clerk can under note 1 to Article 356 (3), Civil Service Regulations, get the benefit of counting permanent service in the Military Office, but his temporary service will not count under Article 376, Civil Service Regulations, nor his officiating service unless the conditions of Article 371, Civil Service Regulations, are fulfilled.

C.G. No. 710-A. and A 346—12, 9-10-1912, commg. G.I. No. 1070-P., F.D., 9-9-1912.

3. Service rendered by a soldier in any of the following military offices should be deemed to be service in a military office for the purposes of calculating service towards civil pension and shall be taken into account accordingly :—

(i) Army headquarters.
(ii) Northern or Southern Army office.
(iii) Divisional office.
(iv) Brigade office.
(v) The late command, District and first class station staff offices, prior to 1st June 1907.

G.I., F.D., No. 6032-C.S.R., 6-10-11.

4. Note 1 to Article 356 (3) admits of soldier clerks employed in military offices who are afterwards employed in civil departments, counting their service in military offices towards civil pension, provided they take their discharge from the army within twelve months after joining a civil appointment. Although the first sentence of the note specifically excludes soldier clerks in military offices from the concession granted by Article 356 (3), the remaining two sentences of the note are applicable to such men irrespective of whether they belong to British or Indian units. As, however, the term "military office" can only be applied to an office other than a regimental one, an Indian clerk who is employed in a regimental office and is subsequently selected for employment in a civil department, or in a civil

[C.S.R.—353]

Page 90.—*Insert* the following as paragraph 2:—

Local Governments can exercise their powers under Article 335, Civil Service Regulations so as to grant to officers who were dismissed from the service before 14th August 1916 compassionate allowances with effect from that date.

C. G.'s letter No. 643 A & A/175-21, 7-4-1921. Pen. Mis. 3-2 of 1921-22.

[XXXII—6-1-22]

[C.S.R.—356]

Page 91.—*Insert* the following :—

Civil employees who, prior to their civil employment, have rendered satisfactory paid military service inclusive of service with temporary units, as well as service rendered in the British army elsewhere than in India, in the Great War, which does not ordinarily qualify for a service pension under military rules, shall be allowed to count such military service for the purpose of civil pension, subject to the following general principles being observed :—

G.I., F.D., No. 1042, C.S.R., 15-10-1921, commd. G.I., Home Dept., No. 2165, 15-9-1921. G.O. No. 274, Fin. (Pen.), 18-10-1921. Pen. Mis. 3-11 of 1921-22.

(1) completed years of military service shall be allowed to count up to a maximum of four years.

(2) In the case of services in which a minimum age is fixed for recruitment, no military service rendered below that age shall be allowed to count for pension.

(3) The condition of war service shall not be included in total service under Article 408 of Civil Service Regulations for the purpose of leave, counting as service for pension, nor allowed, in addition to the concession in Article 403 or 404-A, Civil Service Regulations, but any Government servant who may be entitled to the concessions permissible under those articles and to the concessions announced in this resolution, will be allowed to select whichever is more favourable.

(4) The scope of the concession shall be confined to an employee who retires on a superannuation or retiring pension.

(5) British and Indian military service shall be allowed to count alike for pension and no contribution towards or share of a pension earned as a result of this concession shall be claimed from the Home Government.

(6) No refund of military bonus or gratuity shall be demanded from the employee.

[XXXII—6-1-22]

capacity, can only count service for civil pension from the date he joins his civil appointment. The only service that can be reckoned towards civil pension is that rendered in an unattached list appointment or in an appointment which is distinct from a regimental one.

5. Employment of troops on railway, public and military works, including roads, under the Railway Administration, the Public Works Department or the Military Works Services shall be regarded as military duty and British soldiers injured in the performance of such duty shall be regarded as eligible for the grant of disability pensions under Article 1085, Royal Warrant for pay, etc., 1909, the British service share of such pensions being borne by Army funds. M.G., P.W., No. 165 W., 30-1-1912.

6. Indian Commissioned Officers (including those who are at present in civil employ) entering civil employ and serving therein for not less than ten years, shall be allowed to count for civil pensions such period of military service as he has rendered since the age of twenty-four years, subject to the limitation that the military service allowed so to count shall in no case exceed ten years. G.I., F.D., No. 610-C.S R., 26-6-1913.

7. Any Indian Commissioned Officer entering civil employ in the Provincial Civil Service or in the Police Department and serving therein for not less than ten years, shall be allowed to count for civil pension such period of military service as he has rendered since the age of twenty-four years, subject to the limitation that the military service allowed so to count shall in no case exceed ten years. This principle is applicable to all Indian Commissioned Officers who are at present in civil employ. G.I., F.D., No. 774-C.S.R., 11-8-13. Case Pen. Mis. 3-3 of 1913-14.

Chapter XVI.—Conditions of Qualifying Service.

SECTION I.—DEFINITION OF QUALIFYING SERVICE.

Beginning of Service.

[C.S.R.—358]

M.G. No. 550, Pen., 24-8-1900.

1. In the case of an officer whose year and the month of birth are known, but not the exact date, the sixteenth of the month should be treated as the date of birth.

Establishment of the Rainfall report in the Meteorological Office.

G.I., R.A. Dept., No. 1247-27-3, 18-5-1896.

2. The establishment for the preparation of the report sanctioned for the rainfall and weekly meteorological report and daily weather report is non-pensionable.

SECTION II.—FIRST CONDITION.

Service under Government.

[C.S.R.—363]

G.I., F.D., No. 462, 29-1-1886.

1. The services of all persons employed in the Archæological department, both in the Madras and Bombay Presidencies and elsewhere, should be regarded as permanent from the time of their original appointment to the department and should count towards pension, subject to the general rules of the Civil Service Regulations.

G.I., F.D., No. 895-P., 12-2-1907.

2. In cases in which a Divisional Treasurer is a firm consisting of several partners, each of whom does the work of one of the divisional treasuries, each such partner actually performing the work of a treasurer at a separate treasury is entitled to pension.

SECTION III.—SECOND CONDITION.

[C.S.R.—368]

G.I., F.D., No. 413-C.S.R., 20-8-1912. (Pen. Mis. 3-1 of 1912-13.) G.O. No. 69, Pen., 25-2-1915. (Pen. Mis. 1-2 of 1914-15.)

Article 368 empowers the Local Government to sanction pensions to temporary employees up to Rs. 50 per mensem irrespective of whether they were brought on subsequently to pensionable service. The terms of any special rule such as that referred to in Article 381 (*b*) of the Civil Service Regulations which removes in certain circumstances the disqualification imposed in respect of temporary employment in the Settlement and Survey departments are not intended to restrict in any way the powers to grant a concession in exceptional cases under the general rule in Article 368. The concession embodied in this article was intended to provide some means of support in their old age for temporary employees whose long and faithful service in an appointment not qualifying for pension was such as to merit special

consideration. It follows therefore that, while length of service, approximating if it does not actually come up, to the service required for pension in ordinary establishments, is almost an essential condition for the grant of a pension under Article 368, it cannot be admitted, in itself and apart from other circumstances, as justifying the concession. Moreover while it is unnecessary to limit the conditions so as to preclude a pension being given for substantially shorter period of service, it must be clear that cases of this kind must be altogether exceptional and that the application of the ordinary rules of compensation, superannuation or invalid pension to temporary employees can only be justified by very special circumstances.

[C.S.R.—370]

1. Periods of plague duty rendered by officers subsequently admitted to the Indian Medical Service are allowed to count for pension.

S. of S.'s Desp. No. 71, Finl., 5-6-1905, received with G.I. No. 3807-P., F.D., 27-6-1908.

2. An officer transferred to a permanent appointment from a temporary one which is eventually made permanent, can count his service towards pension in the temporary appointment, even if it is not made permanent until after his transfer.

G.I., F.D., No. 4328-P., 22-10-1892.

3. The principles underlying the rule contained in Article 370, Civil Service Regulations, are—

(i) When posts sanctioned temporarily in the first instance are subsequently made permanent, the whole temporary service of the officer or officers in the temporarily or experimentally created posts may count for pension.

(ii) The same appointment on the same establishment must be transferred from the temporary to the permanent footing in order to secure the benefit of this article ; an officer may not count service in a temporary establishment merely by reason of his being transferred thence to another and a permanent establishment. It is clear, therefore, that an officer employed temporarily in a particular appointment has no claim to count such temporary service for pension on transfer to a permanent appointment of a different character.

(iii) An officer transferred from a temporary to a permanent establishment may count his service of the temporary establishment if that establishment becomes permanent after his transfer.

G.I., F.D., No. 4824-C.S.R., 7-8-1911. and G.O. No. 1070 W., P.W.D., 16-8-1917, commd. with M.G., Finl. No. 6070-1 of 25-8-1917. Pen. Mis. 3-28 of 1917-18.

4. Officers appointed temporarily to the Indian Educational Service are permitted, on subsequent confirmation, to count such temporary service for pension.

S. of S.'s Desp. No. 152, Pub., 23-8-1912, commd. with G.I., F.D., No. 533-C.S.R., 13-9-1912.

5. The services rendered in temporary appointments created for the upkeep of minor irrigation works in the Madras Presidency qualify for pension when eventually the person who held such temporary appointments are absorbed in permanent staff as vacancies occurred.

S. of S.'s Desp. No. 39 (P.W.), 20-8-1915, commd. with Govt. of India, Fince. No. 1037-C.S.R., 9-9-1915. G.O. No. 2230, Rev., 2-10-1915. Pen. Mis. 3-12 of 1915-16.

[C.S.R.—371]

G.I., F.D., No. 3084-P., 13-5-1904.

1. An officer without a substantive appointment may count as service qualifying for pension his officiating service in a vacant appointment or in an appointment the permanent incumbent of which does not draw part of the pay or count service, if he is without interruption appointed substantively in an appointment other than that in which he was officiating.

2. An officer without a substantive appointment may count his officiating service, if he officiates continuously in vacancies fulfilling the conditions of Article 371, but caused by the absence of different substantive incumbents, and is eventually appointed substantively without interruption in an appointment of the same class, though not necessarily in any of the vacancies in which he has been officiating.

3. The officiating service of an officer in an appointment not vacant or the permanent incumbent of which draws part of the pay or counts service, does not involve forfeiture of previous officiating service which did fulfil the conditions of Article 371, Civil Service Regulations.

4. When it is found impossible to determine with certainty the nature of the vacancies in which an officer has officiated, the Local Government may allow him the benefit of Article 371, Civil Service Regulations.

G.O. No. 333, Judl., 3-9-1909.

5. But munsifs in the various provinces including in Bombay the corresponding grade of Judicial officers, namely, Subordinate Judges of the second class, should be allowed to count as service qualifying for pension the periods, whether continuous or not, during which they have held acting appointments prior to confirmation.

[C.S.R.—372]

Apprentices and Probationers in Account offices.

G.I., F.D., No. 2950-P., 29-5-1906.

1. The leave and apprentice reserve sanctioned for the Civil Account offices is composed of (1) 8 per cent absentee reservists and (2) 5 per cent apprentice reservists. The former form a part of the permanent strength of the office, and their service therefore qualifies for pension, but the latter are outside the permanent list and their service does not qualify.

[C.S.R.—373]

Probationary Service in continuation of Officiating Service.

L.S. Pen. No. 434, 1-9-1906, and G.I. No. 3084, Finl., 13-5-1904, to A.-G., Punjab.

1. A man having no substantive appointment officiating for some time in a vacancy caused by the absence of the permanent incumbent can count his officiating service even if his subsequent probationary service in which he was engaged in continuation of his officiating service fails to satisfy the conditions of Article 373 and does not accordingly qualify.

G.I., F.D., No. 298-E.B., 5-7-1912.

2. A candidate under training at the Dehra Dun College for direct appointment to the Provincial Forest Service but who is not appointed permanently to that service before attaining the age of 23 may be

[C.S.R.—374]

Page 95.—*Insert* the following under this article :—

Police probationers recruited in 1920 shall count their service in His Majesty's Naval, Military or Air forces during the war including sick leave as stated below for retiring and invalid pension :—

Paragraph 19 of the Notification of G.I., Home Dept. (Police) No. 719 of Simla the 23-4-1920, reproduced in G.O. No. 1268, Home (Judl.), 19-5-1920.

Age of candidate on 1st August preceding, the date of reporting himself for police duty.	Period of service allowed to count for pension.
Under 22 years	Nil.
22 years and under 23 years	up to 1 year.
23 " " 24 "	" 2 years.
24 " " 25 "	" 3 "
25 years and over	" 4 "

[XXXII—6-1-22]

allowed to count as service towards pension any period of training or probation served after attaining that age.

Permanent Officer deputed.

[C.S.R.—376]

1. A permanent officer doing temporary duty counts his detached service in respect of his permanent appointment and not in respect of his temporary duty—see Article 490. G.I. No. 1009-P., Finl., 3-3-1897.

2. When, however, under Article 89 a Local Government suspends the lien of an officer on his substantive appointment, he counts service for pension in respect of the *quasi*-permanent appointment he actually holds, and consequently, his *locum tenens* counts service in respect of his substantive provisional appointment. G.I., F.D., No. 5040-P., 8-9-1905.

3. When a temporary appointment subsequently becomes permanent, it should be treated as retrospectively permanent from its beginning. A permanent officer holding the temporary appointment should therefore count service and emoluments for purposes of pension in respect of that appointment and his *locum tenens* will count service under Article 371, Civil Service Regulations, in the appointment vacated by the officer. G.I., F.D., No. 632-P., 4-2-1909.

4. The period spent on duty by members of the establishments employed in hospitals and hospital ships with an expeditionary force out of India may be allowed to count for leave as well as pension. G.I., F.D., No. 226-C.S.R., 10-3-1916.

Piece-work.

[C.S.R.—380]

1. Service as a copyist (or attender) in the Enrolled Copyist establishment under the rules in G.O. No. 1264, Judicial, dated 22nd May 1884, does not qualify for pension. (See paragraph 29 of the rules.) G.O. No. 1264, Judl., 22-5-1884.

2. The strength of the permanent piece-work establishment in the Government Press, Madras, is fixed at 325 for the present. All men employed in excess of this number should be treated as temporary and casual employees. G.O. No. 190, Pub., 8-3-1910.

Surveys and Settlements.

[C.S.R.—381]

Settlement Service.

1. All Settlement Service *even if paid from contingent grant* followed without interruption by qualifying service counts. G.I., F.D., No. 85-P., 6-1-1908.

SECTION IV.—THIRD CONDITION.

[C.S.R.—389]

Pensions of men employed on the Mysore Railway.

1. Men who served in the Mysore State and were subsequently taken into British employ on the portions of the Railways in Mysore over which jurisdiction has been assumed by the British Government under notification of the Government of India, Foreign Department, G.I., F.D., No. 179-G., 5-2-1903, conveyed in F.C. Dept., No. 1954, 16-4-1903.

viz., 507-I, dated 6th February 1896, are eligible for pensions from British Revenues for their service under Government only. It rests with the Mysore State to give them pensions or gratuities as it may think proper for their service under the Darbar.

G.I., F.D., No. 2117-G., 15-11-1904.

2. In counting towards pension the past service of the Mysore State servants taken into the British Railway police, the Government of India agrees to the application to them of the rule of proportions.

[C.S.R.—391]

Service under Madras Civil Fund.

1. The pensions granted in the past by the Madras Civil Fund will be paid by Government.

G.I., F.D., No. 997, 3-3-1886.

2. The pensions proposed by the trustees to the employees of the fund discharged on its transfer to the Secretary of State will be paid by Government. The other employees of the fund will also count their past service under it towards pension under the rules of the Civil Service Regulations.

Fees and Commissions.

[C.S.R.—392-396]

G.I., F.D., No. 544, 4-2-1886.

1. Service paid from fees and commissions in addition to pay from the general revenues qualifies under Article 392, but fees and commissions should not be included in pay to determine, with reference to Article 396, whether the service is superior or inferior.

SECTION V.—DISTINCTION BETWEEN SUPERIOR AND INFERIOR SERVICE.

Superior Service.

[C.S.R.—396]

Shroffs.

G.I., F.D., No. 6435-P., 5-12-1902.

1. The period during which an officer, holding a substantive appointment, which is pensionable on the superior scale, officiates in an appointment which is pensionable on the inferior scale, should be reckoned as superior service.

G.I., F.D., No. 2038-P., 2-5-1895.

2. (*a*) The services of shroffs employed in the Public Works Department on pay of Rs. 10 and less a month are governed by the ordinary rules and, as their real duties are inferior, they are not entitled to the privileges specially accorded to shroffs in the Revenue Department, Madras.

G.Os. Nos. 847, 23-7-1890, and 1332, 7-11-1895.

(*b*) The service of shroffs employed in the Salt Department of the Madras Presidency are pensionable on the superior scale.

G.I., F.D., No. 2288-P. 25-4-1905.

(*c*) The designation of the "Potdars" on pay exceeding Rs. 10 a month of the Madras Currency office has been changed to "Shroffs" with retrospective effect from the date of appointment, in each case, of the present incumbent in order that the services of these officers may be treated as superior under this article.

[C.S.R.—396]

Page 97.—*Insert* the following :—

The appointment of attender in the office of the Assistant Archæological Superintendent for Epigraphy shall be classed as superior for all purposes of the Civil Service Regulations. G.O. No. 165, Fin. (Sep. Rev.) 16-9-1921.

[XXXII—6-1-22]

[C.S.R.—396]

Page 97.—*Insert* the following as a separate paragraph :—

Under Article 396, Civil Service Regulations, the two attenders of the Local Audit Department of the Accountant-General's office drawing more than Rs. 15 per mensem shall be classed as superior for all purposes of the Civil Service Regulations. G.O. No. 272, Fin. Dept., 22-3-21. Case L.A. 1-89 of 1920-21.

[XXXII—6-1-22]

[C.S.R.—396]

Page 97.—*Insert* the following :—

The attenders of the office of the Accountant-General, Madras, on a pay exceeding Rs. 15 per mensem shall be classed as superior for all purposes of the Civil Service Regulations. G.I., F.D., No. 412, F.E., 16-2-21. Case No. Pen. Mis. 3-13 of 1920-21.

[XXXII—6-1-22]

[C.S.R—396]

Page 97.—*Insert* the following :—

The preventive peons of the Madras Custom House have been redesignated as "Tide-Waiters" so as to enable them to continue in the superior service with retrospective effect from 1st November 1920. G.I., Dept. of Commerce, No. 5308, 31-8-1921.

[XXXII—6-1-22]

[C.S.R.—1000]

Page 188.—*Delete* paragraph 1.

[XXXII—6-1-22]

[C.S.R.—396]

Page 97.—*Insert* the following :—

G.I., F.D., No. 872, F.E., 21-4-1921, comd. with endt. No. 372, 27-4-1921 of the Audr. of Govt. of India Sanctions in case No. Pen. Mis. 3-13 of 1920-21.

The attenders attached to the Currency Office, Madras, on pay exceeding Rs. 15 per mensem have been classed as superior for all purposes of Civil Service Regulations.

[XXXII—6-1-22]

Page 97.—*Insert* the following as paragraphs 8 and 9 under

[C.S.R.—396]

8. The service of fieldmen in the Piscicultural section of the Fisheries Department is superior for purposes of the Civil Service Regulations.

G.O. Mis. No. 3643, Rev., 8-11-1918, commd. in Finl. Endt. No. 9797-1, 11-11-1918.

9. The service of the anatomical attendant at the Medical School, Rayapuram, on pay exceeding Rs. 10 per mensem should be classed as superior for purposes of pension.

G.O. Mis. No. 457, L. & M. (Medl.), 6-11-1917, commd. in Finl. Endt. No. 8253-1, 9-11-1917. Pen. Mis. 3-31 of 1917-18.

[IV, 8-2-19]

(*d*) All shroffs in the Revenue Department in Madras, even though their pay may not exceed Rs. 10, are superior servants. G.I. No. 859-P., F.D., 13-2-1906.

(*e*) The service of all shroffs in Mysore including those on pay of less than Rs. 15 but more than Rs. 10 a month is superior within the meaning of Article 397, Civil Service Regulations. G.I. No. 3294-P., Fin. and Com., 23-5-1904.

(*f*) The services of the shroff on pay of Rs. 15 a month attached to the Currency office, Calicut, should be treated as superior. G.I. No. 5338-P., F.D., 17-9-1908.

(*g*) The service of all grades of forest guards on pay exceeding Rs. 10 per mensem should be treated as superior with effect from 26th May 1914. G.O. No. 1509, Rev., 26-5-1914, commd. with Finl. Endt. No. 4000-1, 17-6-1914. Pen. Mis. 3-2 of 1913-14-15.

(*h*) Head warders of jails in the Madras Presidency will be allowed to count the whole of their service, i.e., including their service as warders for pension on superior scale. G.O. No. 1816, Judl., 26-8-1914. Pen. Mis. 3-14 of 1914-15.

3. When the pensionary status of an appointment is changed from "Inferior" to "Superior," it is to be assumed that the change has retrospective effect, unless there are special orders to the contrary. G.I. No. 2117-C.S.R., F.D., 10-3-1912.

Female-searchers.

4. The service of female-searchers in the Kandamangalam, Sannamangalam and Madalapet Sayer stations of the Salt, Abkāri and Customs Department on pay exceeding Rs. 10 a month counts for pension on the superior scale. G.O. No. 260, Pen., 2-5-1904.

Compounders in the Medical Department.

5. The service of a compounder in the Medical Department, whose pay is progressive rising from a minimum below Rs. 10 to a maximum above that amount, should be treated as inferior till his pay exceeds Rs. 10 a month. G.I. letter No 5496-P., F.D. 28-10-1901.

6. The entire service, including that rendered as keeper or warder, of the head-keeper in the Lunatic Asylum, Calicut, and the head warder in the Lunatic Asylum, Vizagapatam, counts as superior for purposes of pension. G.O. No. 103, L. & M. (Medl.), 12-10-1916, commd. with Finl. Endt. No. 6093-1, 21-10-1916. Pen. Mis. No. 3-1 of 1916-17.

7. Service rendered by other keepers and attendants in the three Lunatic Asylums at Madras, Calicut and Vizagapatam on pay exceeding Rs. 10 per mensem is superior for purposes of pension, leave and travelling allowance. G.O. No. 383, Medl., 3-9-1917. Pen. Mis. 3-22 of 1917-18.

Service partly Inferior and partly Superior.

[C.S.R.—398]

1. The case of an officer who has rendered thirty years' qualifying service in the inferior scale in addition to qualifying service of less than ten years in the superior scale falls under clause (*a*) and not under clause (*b*) of this article, and he is entitled to a pension only under clause (*a*). G.I. No. 2994-P., F.D., 29-6-1895.

[See also under Article 471.]

G.I. No. 5379-P., F.D., 21-12-1896.

2. The power possessed by a Local Government regarding the condonation of deficiences in service, under Article 423 (i), may be exercised in cases in which the amount of pension or gratuity is regulated by Article 398.

[See also under Article 440 as to the applicability of that article to cases falling under Article 398 (*b*).]

G.I. No. 1757-P., F.D., 18-4-1896. G.O. No. 374, Pen., 14-5-1896.

3. The concessions allowed by Articles 423 (2) and 398 cannot be combined, and if an officer elects to count the superior and inferior portions of his service separately, the portions of the service counting for pension under the superior and inferior scales should be the portions actually passed in service, and not periods calculated by first applying the rule regarding condonation of deficiency in superior service in consideration of additional inferior service.

G.I. No. 1194-P., F.D., 17-3-1896.

4. An officer claiming a superannuation pension for his superior service under Article 464 can, under Article 398, also be granted a separate invalid gratuity for his inferior service previously rendered by him without submitting a medical certificate of unfitness for further service.

G.I., F.D., 4092-P., 28-7-1896.

5. In the case of a press servant whose service qualifies under Article 380, Civil Service Regulations, gratuity under Article 398 should be calculated on the superior scale on the average earnings of the last six months, while in superior service and that on the inferior scale on the average earnings of the last six months while in inferior service.

G.I. No. 337-C.S.R., F.D., 19-3-1915 and M.G. Finl. Endt. No. 3559-1, 12-6-1915. Pen. Mis. 3-2 of 1913-14-15.

6. The provisions of Article 398 of the Civil Service Regulations are waived in favour of officers who begin service as forest guards on the inferior scale and subsequently rise to appointments in superior service in or above the rank of forest guard.

Chapter XVII.—Rules for reckoning Service.

SECTION I.—SPECIAL ADDITIONS.

Nil.

[C.S.R.—405]

SECTION II.—PERIODS OF LEAVE.

Superior Service.

[C.S.R.—408]

1. Leave granted under Articles 336 to 338 of the Civil Service Regulations may be treated as qualifying for pension under the provisions of Article 408, Civil Service Regulations, even though under the operation of Article 335, Civil Service Regulations, no leave allowance is drawn. G.I. No. 627-P., Fin., and Com., 4-2-1905.

2. The term "commencement of service" in note 2 under this article means "actual commencement of service qualifying for pension in India." G.I. No. 537-T.I., F.D., 7-3-1906.

If, by special contract, an addition of British service or an addition of a number of years is made to the actual Indian service, the service in India will be taken into consideration in finding out *total service* as used in this note.

3. Hospital leave is included in the leave which can be counted as service for pension under this article. G.I. letter No. 27, F.D., 3-1-1889.

[Vide Appendix D.]

Inferior Service.

[C.S.R.—414]

1. An inferior servant belonging to a season establishment who is on leave without allowances for a period covering that during which the establishment is employed as well as that during which the establishment is not employed is not entitled to the concession of counting the whole period of leave without allowances as service for pension under Article 414. He can count only so much of the period as fulfils the conditions laid down in Article 369. G.I. No. 7820-P., Fin. and Com., 13-12-1904.

2. The amount of privilege leave that might have been given to an inferior servant under this article should be calculated on his net service after deducting long leave of all sorts actually taken from the total service. G.I. No. 2017-P., F.D., 12-4-1905.

G.I. No. 8147-P., F.D., 26-12-1904.

3. In determining the periods of leave without allowances enjoyed by an inferior servant, to be reckoned as service qualifying for pension, each period should not be taken by itself, but all the leave taken with or without allowances should be added together and so much of it as does not exceed the leave that might have been granted with allowances under the rules treated as qualifying service and the remainder, if any, rejected as non-qualifying.

SECTION III.—SUSPENSIONS, RESIGNATIONS, BREAKS AND DEFICIENCIES IN SERVICE.

Distinction between "Removal" and "Dismissal."

[C.S.R.—418 & 419]

G.I., H.D., No. 0—918-P., 15-6-1905, cited in G.R.G. D. No. 3498, 22-9-1895.

1. Removal or discharge from office arises from such a cause as unfitness for the duty, and does not entail further consequences. It is no bar to reappointment to another office for which he may be fit or to future re-employment. The effect of dismissal is to preclude re-employment. Ordinary cases of dismissal of non-gazetted officers need not be notified in the Government gazette. The sanction of the Local Government should always be required to the re-employment of persons dismissed.

2. The dismissal should be notified in the Government gazette only (1) when it is necessary to notify the public of the removal from service of an officer whether because his appointment was previously gazetted or from any other cause and (2) when it is specially desired to exclude from re-employment in the service of Government a public servant who has been dismissed for a heinous offence such as fraud or falsification of accounts. The grounds of dismissal should not ordinarily be stated in this notification.

Interruption.

[C.S.R.—420]

G.I. No. 5594-P., F.D., 9-9-1907.

1. An officer who is discharged on the abolition of an appointment is entitled to the benefit of clause (*d*) of Article 420, Civil Service Regulations, even though the appointment abolished may not have been that which he held or even one of the particular establishment on which he was actually serving.

Condonation of Interruptions and Deficiencies.

[C.S.R.—422]

G.I. No. 5469-P., F.D., 23-12-1897.

1. The powers of condonation specified in Article 422 carry with them the power of reviving service rendered prior to interruptions, but forfeited under Article 418 (*a*).

[C.S.R.—423]

[See also under Article 398.]

G.O. No. 1193, Pen., 17-12-1896.

1. The expression "but not counting for pension" in line 5 of this article covers the following cases:—

(*a*) Previous service of an officer vitiated by resignation of his public service or dismissal from it.

(*b*) Acting service followed after an interruption by permanent service.

2. Service which counts for pension under the Military rules, though not under the Civil rules, should not be treated as "actual service not counting for pension" for the purpose of Article 423 (2) of the Civil Service Regulations. G.I. No. 4962-P., F.D., 26-9-1901.

3. The word "deficiency" includes not merely the period by which an officer's qualifying service falls short of the *minimum* length of qualifying service, which would entitle him to a pension, but should be read as including the difference between the total amount of his service qualifying for pension and the total length of service necessary to earn the *maximum* amount of pension admissible under the rules. G.I. No. 4169-P., F.D., 16-8-1900.

4. Article 423 is not intended to be used merely to allow Government servants to retire on full pension voluntarily a little sooner than they otherwise could. G.O. No. 551, Edl., 30-9-1901, commg. G.I., Home Dept., letter No. 389, 14-9-1901.

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Chapter XVIII.—Conditions of grant of Pension.

SECTION II.—COMPENSATION PENSION.

[C.S.R.—426]

G.I. No. 6611-P., F.D., 29-10-1903.

1. A reduction in the number of men paid for piece work and treated as having held a substantive office under Article 380 should be considered as an abolition of their appointments, and the savings may, in such cases, be calculated on the average earnings of the last six months as laid down in rule 1, Article 486, Civil Service Regulations.

Foreign Service and lien while the Appointment in British Service is abolished.

G.I., F.D., No. 880-E.C., 11-3-1907, conveyed in G.I., F.D., 3444-P., 3-6-1907.

2. An officer in foreign service should be held to have lost his lien in foreign service from the date on which his office in British service was abolished and no contribution could be received after that date. He should be regarded as having retired from Government service from that date and he should thereafter be permitted to draw the pension to which he is entitled in addition to the salary which he receives at the time from his foreign employer.

Selection for Discharge.

[C.S.R.—428]

G.I. No. 395-P., F.D., 25-1-1897.

1. It is within the power of the Local Government, when one out of two or more Settlement establishments is to be abolished, to regard all the establishments in question as a whole for the purpose of selecting the particular individuals who are to be retired, provided that the principle upon which the selection is based must be that laid down in this article.

[C.S.R.—429]

G.I. No. 214, F.D., 14-1-1890.

1. A reduced compensation pension may be granted in cases in which the savings effected by the reorganization of an establishment are insufficient to meet the full pensions admissible under rule.

[C.S.R.—434]

Reply to U.O. refce. from G.I. No. 95-R., C.S.R., 29-1-1915. Pen. Mis. 3-18 of 1914-15.

Article 429 does not apply to the cases specially dealt with under Article 434 of the Civil Service Regulations.

Notice of Discharge.

[C.S.R.—436]

G.I. No. 3422-P., F.D., 8-8-1893.

1. A permanent servant of Government who is served with notice of discharge shall suffer no reduction in his total emoluments for three months counting from the date of the notice.

Example.—An officer on furlough up to 3rd July 1892, served with notice of discharge on the 9th May 1892, should be allowed furlough allowance up to 3rd July 1892, and thereafter full pay up to 8th August 1892. G.I. No. 142-A.E., P.W.D., 12-6-1893.

Acceptance of New Appointment.

[C.S.R.—440]

1. The term "pension," as used in Article 440 of the Civil Service Regulations, includes gratuity, and that article applies in cases coming under Article 398 (*b*) either to the pension or gratuity on the superior scale or to the gratuity on the inferior scale, but not to the combined value of both. G.I. No. 6364-P., F.D., 31-12-1894.

SECTION III.—INVALID PENSION.

Rules regarding Medical Certificates.

[C.S.R.—442]

1. Commissioned Medical officers, District Medical and Sanitary officers, and Civil Surgeons are alone authorized to grant *certificates of unfitness for further service.* G.O. No. 767, Pub., 24-7-1896.

[See also under Article 49.]

2. If an officer dies after retirement before being invalided by a Medical Board, it is within the power of the Local Government to sanction the payment of a gratuity to the heirs of the deceased under Government of India Resolution No. 5102-Ex., F.D., dated 25th October 1895. G.I. No. 4362-P., F.D., 22-9-1899.

3. The countersignature of the Surgeon-General in the invalid certificate of an officer serving in the mufassal is not necessary. But all cases in which the Medical Officer certifies that the incapacity of an officer is due to irregular or intemperate habits, should be submitted to Government through the proper channel together with the opinion of the Surgeon-General for the orders of the Government. Pen. Mis. 3-9 of 1914-15. G.O. No. 526, Pen., 16-7-1914. Pen. Mis. No. 1-1 of 1908-09-10-11-12-13-14-15.

4. Under Government of India, Finance Department, No. 5102-Ex., dated 25th October 1895 (reproduced as Article 278-A, Civil Account Code), it is within the competence of the Local Government to dispense with a medical certificate of incapacity for further service in a case of gratuity and to sanction the application. G.I., Rev. and Agri. Dept., No. 1599-22, 11-8-1900, commd. with G.I., F.D., 40-P. 4227, 22-8-1901.

5. All non-Gazetted Government servants as to whose fitness for further service there may be doubt, should, unless they happen to be absent in other districts on long leave, be sent for examination before the District Medical and Sanitary Officer of the district in which they are serving. Where a Government servant's jurisdiction falls within more than one revenue district, he may be required to appear before the District Medical and Sanitary Officer of such district as may be departmentally convenient. If, in special cases, the procedure prescribed above has necessarily to be departed from, the reasons therefor should be recorded in writing and communicated to the Commissioned Medical officer who is asked to examine the applicant. G.O. No. 128-P., 28-2-1912.

6. The Surgeon-General should impress upon all Civil Surgeons and District Medical and Sanitary Officers the importance of a G.O. No. 301, Pension, 18-10-1912.

searching and thorough medical examination of all applicants for commutation of pensions. The Accountant-General should bring to the notice of the Government any case in which a pensioner, any part of whose pension has been commuted by Government, dies within three years of commutation.

G.I., F.D., No. 489-E.B., 14-5-1913.

7. An applicant for the commutation of a part of his pension should himself pay the Medical Officers' fee for examining him as to his health and expectation of life. It is only in cases where, in the exercise of the discretion allowed by rule 4 of the Rules relating to commutation of pensions, the Local Government requires a second medical opinion or direct the applicant to appear before a Medical Board, that he is exempt from paying a fee.

Restrictions.

[C.S.R.—454]

G.I. No. 4421, F.D., 8-11-1884, to the Govt. of Punjab. G.O. No. 730, Pension, 6-11-1900.

1. The mere fact that an officer has suffered from syphilis is not sufficient to bring him under the operation of this article, provided there is nothing against his character in other respects. In the event of his retirement being necessitated by such cause, the record of his service should be examined. The presumption may be against the officer, but it should not be accepted as other than a presumption and should be viewed as capable of being completely rebutted by the general evidence as to character and conduct.

G.I., Fin. Dept., No. 5031-P., 31-8-1908.

2. It is for the authority, which is empowered to sanction his pension or gratuity, to decide whether the incapacity is the result of irregular or intemperate habits. The audit officer should certify the applicant's title to pension or gratuity with some such proviso as the following:— "Provided that the sanctioning authority is of opinion, on consideration of the medical certificate and other evidences as to habits and character, that the incapacity has not been proved to be caused by irregular or intemperate habits."

SECTION IV.—SUPERANNUATION PENSION.

Explanation.

[C.S.R.—459]

Invalid or Retiring instead of Superannuation Pension.

G.I. No. 3466-P., F.D., 12-8-1896.

1. An officer in superior service who retires after the age of 55 years may be granted an invalid or a retiring pension, if he has fulfilled the conditions necessary to render him eligible for such a pension.

S. of S.'s Desp. No. 19, Finl., 24-2-1911, commd. with G.I. No. 1763-F.E., F.D., 21-3-1911.

2. The provisions of Article 459, Civil Service Regulations, are applicable to officers in the late Public Works Accounts Branch who have been transferred to the Indian Finance Department, as a result of amalgamation. All officers in the amalgamated department, both present incumbents and future entrants, are thus brought under the operation of this article.

S. of S.'s Desp. No. 32, 21-6-1912, commd. with G.O. No. 1056 W., 2-8-1912.

3. The provisions of Article 459 of the Civil Service Regulations are applicable to Assistant Secretaries in the Public Works Secretariats of Provincial Governments who are ordinarily selected from a ministerial establishment and are not members of a graded service.

4. The Government have sanctioned the exemption of church clerks from the operation of Article 459 of the Civil Service Regulations and their retention in service so long as they discharge their duties to the satisfaction of the chaplains and church committees. G.O., No. 69, Pub. (Eccl.), 2-10-1916.

[C.S.R.—459(*a*)]

1. Government has delegated its power under this article to the following officers:— Case No. T.M. 23-185 of 1908-09.

(1) Chief Secretary to the Government of Madras.
(2) * * *
(3) The Hon'ble the Chief Justice of the High Court.
(4) The Inspector-General of Police.
(5) Do. of Prisons.
(6) Do. of Registration.
(7) Chief Presidency Magistrate.
(8) Commissioner of Police.
(9) Chief Judge of the Court of Small Causes.
(10) Surgeon-General with the Government of Madras.
(11) Sanitary Commissioner, Madras
(12) Resident in Travancore and Cochin.
(13) The Venerable the Archdeacon.
(14) Senior Chaplain, Church of Scotland.
(15) Presidency Port Officer.
(16) Director of Public Instruction.
(17) District and Sessions Judges.
(18) President, Board of Examiners.
(19) Superintendent of Stationery and Stamps.
(20) Protector of Emigrants.
(21) Chemical Examiner.
(22) Government Agent, Tanjore.
(23) Special Agent, South Arcot.
(24) Agents to the Governor, Ganjām and Vizagapatam.
(25) Government Agent, Gōdāvari.
(26) Political Agent, Pudukkōttai.
(27) Commissioner of Land Revenue.
(28) Do. of Separate Revenue.
(29) Do. of Revenue Settlement.
(30) Inam Commissioner.
(31) Director of Survey.
(32) Director of Agriculture. G.O. No. 1868, Rev., 29-6-1914.
(33) Superintendent, Central Museum.
(34) All Collectors.
(35) Superintending Engineers (in regard to Lower Subordinates, Draftsmen and clerks of their circles). G.O. No. 1070 W., 4-10-1909.
(36) The Chief Engineer for Irrigation (in regard to the clerical and drawing establishments of his office).
(37) Deputy Inspectors-General of Police (in regard to non-gazetted officers under their control, excluding Inspectors and Sergeants of Police and Managers and Accountants of District Police offices). G.O. No. 279, Finl., 20-5-1916.

2. The Government of India have delegated to the Comptroller and Auditor-General the power to grant extensions of service under this article to Chief Accountants and Chief Superintendents. Such G.I. No. 6691-F.E., F.D., 21-12-1910.

extensions should however be reported to the Government of India for information when they have the effect of retaining an officer in service after the age of 60.

Grant of Extension in Service—Procedure.

[C.S.R.—463]

G.I., F.D., No. 305-P., 21-1-1905.

In the case of gazetted officers recommendation for extension of service should not be submitted more than six months before the date on which the officer would, in the absence of special orders, retire.

In the case of non-gazetted officer orders may as hitherto be passed in consolidated statements.

Extension of Service not more than one year at a time.

G.I., H.D., No. 990, 20-7-1896.

Extension of service for a period of more than one year at a time, should not ordinarily be granted to an officer (gazetted or non-gazetted) who has attained the age of 55 years.

SECTION V.—RETIRING PENSION.

[See also under Article 459.]

Retirement with view to Re-employment.

[C.S.R.—465]

G.I. No. 750-G., Foreign, 29-4-1895, in G.O. No. 319, Pol., 15-5-1895.

1. An officer whose services have been lent to a Native State and who is contributing to Government on account of his pension is not entitled to retire on a pension without prejudice to his continuance in the employment of Native State, on the ground that he has put in more than 30 years' pensionable service, and until he actually retires from service within the meaning of Article 465, the question of granting him a retiring pension does not arise.

G.I. No. 94-C.S.R., 30-1-17. Pen. Mis. 3-21 of 1916-17.

2. An officer who has reached the age of superannuation can exercise the right to retire at his option; but an officer who has not reached the prescribed age, although he has qualified for pension under Article 465 of the Civil Service Regulations, is on a different footing. Unless the contrary is definitely laid down in an agreement made with the officer or in standing orders relating to his particular service, the latter is bound to obey the orders of Government if in the interests of the public service they require him to serve for a longer period than that qualifying for pension and if he disobeys such orders he is subject to such penalties as the Government may choose to impose.

Combination of Appointments.

[C.S.R.—467.]

G.I. No. 2470-P. Fin., 24-5-1895.

1. The rule that an officer holding two appointments may not retire on pension from one only is based upon the principle that superannuation pensions should not be given to officers who are sufficiently efficient for the discharge of their duties, and that any arrangement which encourages officers to seek superannuation while they are or can make themselves efficient causes unnecessary expense to Government.

Page 106.—*Insert* the following as paragraph 3 under

[C.S.R.—465]

3. Officers now in service, to whom articles 476 and 641 of the Civil Service Regulations apply, possess an unfettered option of retiring at any time after completing 20 years' service unless they elect to come under the revised pension rules which may hereafter be issued in connexion with the recommendations of the Public Services Commission.

Case No. Pen. Mis. 3-21 of 16-17-1918 - 19.

[V, 6-3-19]

Page 107.—***Insert*** the following as a new item under

[C.S.R.—468-A]

G.I. No. 521-C.S.R., 8-6-1917, recorded in G.O. No. 175, Finl. (Pen.), 30-6-1917. Pen. Mis. 3-12 of 1917-18.

The rule regarding the rounding off of pensions to the nearest anna is applicable to pensions debitable to a foreign employer under article 389 (*a*) or any other rule of the Civil Service Regulations.

[IV, 8-2-19]

Chapter XIX.—Amount of Pensions.

SECTION I.—GENERAL RULES

Limitations.

[C.S.R.—471]

1. Article 471 applies to cases coming under Article 398, even to the extent of cancelling the choice conferred by that article. For instance, if by his inferior service an officer has earned a pension on the inferior scale he cannot, instead of it, take a gratuity on the superior scale for the superior service, but his case must be dealt with under Article 398 (*a*). Again if the superior service entitles an officer to a pension on the superior scale, he cannot elect to count the whole service (superior and inferior) as inferior towards a gratuity on the inferior scale. G.I. No. 2994-P., F.D., 29-6-1895.

[C.S.R.—473]

1. Service in the South African War in the capacity of a civil medical practitioner shall, in the case of an officer afterwards admitted to the Indian Medical Service, reckon towards service for Indian pension— G.O. No. 192-P., 12-4-1912.

(*a*) All claims to count South African service as service for Indian pension should be submitted to the Government of India for verification by the War office, who in general can supply the exact dates of service where these are unknown to the officer.

(*b*) The lapse of an interval between the termination of service in South Africa and entry into the Indian Medical Service should not debar such service from being reckoned for pension.

(*c*) The services of officers who took part in the operations as Dressers should not be reckoned for pension.

SECTION II.—AMOUNT OF SUPERIOR PENSION.

[C.S.R.—474]

1. The Local Government is empowered to grant, in the case of a person who entered the service before the new Pension Rules sanctioned in Lord Cross's despatch of 28th July 1887, No. 196, were brought into effect (i.e., on 17th August 1887), invalid pensions, on the scale previously admissible, whenever that arrangement is more favourable to the recipient, and if the Government think his service is such as to justify the concession. S. of S.'s Desp. No. 49, 11-4-1902, received with G.I. No. 2343-P., F.D., 30-4-1902. G.I., F.D., No. 6856-P., 19-12-1908. G.O. No. 7, Pen., 8-1-1909.

S. of S.'s Desp. No 169, Finl., 25-9-1903, received with G.I. No. 6333-P., Fin. and Comce., 22-10-1903.

2. The power of Government referred to above has been extended to cases of superannuation and compensation pensions.

Special Additional Pension not subject to reduction under Article 478(*a*), Civil Service Regulations.

[C.S.R.—475—478]

G.I., H.D., No. 526, 28-6-1904, read with G.I., F.D., No. 4502-P., 14-7-1904.

1. The special additional pension admissible under Article 475, Civil Service Regulations, is not subject to reduction under Article 478 (*a*), Civil Service Regulations.

G.I., Dept. of Commerce and Industry, No. 7128-7130-4, 1-9-1913.

2. In the case of officers of the Imperial Customs Service the Government of India in the Department of Commerce and Industry is the "Local Government" for the purposes of Articles 475 and 918. All applications for pension from officers of the service should be submitted to and sanctioned by the Government of India in that Department.

Reduction in certain cases.

[C.S.R.—478(*a*)]

G.I. No. 4124-P., F.D., 26-9-1896.

1. An invalid pension granted to an officer retiring after the age of 55 is not liable to reduction under this article if he is invalided on account of some specific disease and not on account of incapacity for further service due to old age and natural decay from advancing years.

G.I. No. 797-P., F.D., 24-2-1903.

2. In the case of officers whose service has been partly inferior and partly superior, the term "qualifying service" in this article means qualifying superior service only.

G.I. F.D., No. 979, 22-2-1887, to the Govt. of Bombay.

3. The word "qualifying service" at the end of note 2 to this article refers to qualifying superior service.

G.I. No. 3904-P., F.D., 22-7-1901.

4. The words "qualifying service" at the end of note 2 under Article 478 (*a*) of the Civil Service Regulations mean service which would have counted as qualifying but for the interruption brought about by resignation or discharge for misconduct or inefficiency, and such service is to be regarded as qualifying or not according to its nature at the time. For example: In the case of an applicant for pension under the ordinary rules service previously rendered in the Police Department on pay not exceeding Rs. 20 per mensem should, for the purpose of this note, be reckoned as qualifying from the completion of his eighteenth and not his twentieth year of age.

G.I. No. 6546-P., F.D., 17-11-1908 and G.O. No. 767, Pen., 30-11-1908.

5. The Inspector-General of Registration is authorized to exempt from the operation of Article 478 (*a*), Civil Service Regulations, any subordinate of the Registration Department who retired on or after the 5th August 1898 and whose pension does not exceed, or is not caused by the exemption to exceed, rupees ten (Rs. 10) a month.

S. of S.'s Desp. No. 30, Pub., 18-3-1910, commd. with G.I. No. 1797-P., F.D., 9-4-1910.

6. The provisions of Article 478 (*a*), Civil Service Regulations, have been relaxed in the case of the Tamil, Telugu, Malayalam and Kanarese Translators of the Government of Madras.

[C.S.R.—475-A, 465-A, 474-A]

Page 107.—***Insert*** the following :—

G.I., F.D., No. 1220, E.A., 7-6-1921.

The post of Principal, Law College, Madras, carries the same pensionary concessions as have been allowed to members of the Indian Educational Service, viz :—

(*a*) The lower grade additional pension under Article 475-A of the Civil Service Regulations for the service on pay, excluding oversea's pay of more than Rs. 1,250 a month.

(*b*) The benefit of the new pension rules in Article 465-A and 474-A (ii) of the Civil Service Regulations.

(*c*) Inclusion in Article 404-A of the Civil Service Regulation.

[XXXII—6-1-22]

[C.S.R.—475]

Page 107.—***Insert*** the following :—

G.I., F.D., No. 781, C.S.R., 16-7-21. G.O. Mis. No. 170, 4-8-1921.

Members of Executive Council of Governor-General or a Local Government whose service qualifies for pension under Article 542-A of of the Civil Service Regulations and Secretaries to Local Governments who do not belong to the Indian Civil Service are eligible for the upper grade of additional pensions in schedule A attached to Article 475-A, Civil Service Regulations.

[XXXII—6-1-22]

7. The words "enhancement of pension involved" in note 1 to Article 478 (*a*) of the Civil Service Regulations should be held to mean the amount by which the pension is proposed to be raised. In cases, therefore, where the maximum pension admissible exceeds Rs. 100 a month, the Local Government can relax the rule in Article 478 (*a*) of the Civil Service Regulations so as to raise the pension admissible by Rs. 10 a month even though the amount by which the pension has to be reduced under that article exceeds Rs. 10 a month. G.I. No. 1004, C.S.R., F.D., 14-10-1913. Pen. V. 10 of 13-14 and Pen. G. 8 of 13-14.

[C.S.R.–479]

1. The word "service" in line 3 of Article 479 includes inferior service. When, therefore, an officer who was appointed to inferior service before attaining the age of 25 years is promoted to superior service after that age, his pension is not subject to reduction under Article 478 (*a*). G.I. No. 2596-P., F.D., 25-5-1894.

2. The re-employment in superior service of an inferior servant whose post was abolished, may be regarded as promotion from inferior to superior service for the purpose of this Article.

SECTION IV.—ALLOWANCES RECKONED FOR PENSION.

Emoluments and Average Emoluments.

[C.S.R.–486]

1. The fees paid for overtime work to Customs, etc., establishment in connection with the landing and shipping of goods are of the nature of local allowances and do not count for pension. G.I. No. 2829-P., F.D., 6-6-1900.

[C.S.R.–486(*b*)]

Personal allowance granted for loss of acting allowance by the introduction of the time-scale of pay will count for pension. G.I. No. 12--C.S.R., 7-1-15. Pen. Mis. 3-16 of 1914-15.

[C.S.R.–486(*c*)]

1. The definition of the term "emoluments" as used in clause (*c*) of this Article applies to the case of gratuity only, and not to a pension. In cases in which fees or commission are drawn in addition to pay, pension should be calculated on "average emoluments" as defined in Article 487. G.I. No. 4633, F.D., 27-10-1893.

Good-conduct Allowances.

2. The good-conduct allowances of police constables and jail warders are personal to the men on whom they are conferred, but do not count for pension. M.G. No. 14, Judl., 27-5-1895, in M.G. No. 492-R., Finl., 6-6-1895. M.G. No. 1501, Judl., 17-7-1895, in M.G. No. 679-R., Finl., 25-7-1895.

3. The fees earned by a Nazir appointed to the management of an estate under the Guardian and Wards Act of 1890, The Indian Trust Act of 1882, The Indian Succession Act of 1865, The Lunacy (District Court) Act of 1858 and Bombay Regulation VIII of 1827, should not be reckoned towards pension. G.O. No. 1466, Judl., 16-9-1912.

[C.S.R.—486(*h*)]

G.I. No. 5862-P., F.D., 21-10-1908.

1. The allowances drawn by an officer in clear vacancies cannot be taken into account in the calculation of his average emoluments, if he was not appointed provisionally, or substantively *pro tempore*.

[C.S.R.—486 & 487]

M.G. No. 375, Edl., 7-5-1895.

1. Results stipends paid in addition to pay to teachers of Government salary results schools for girls and boys may be reckoned as 'pay' for the purpose of calculating pension or gratuity.

G.I. No. 5179-P., Fin., 10-12-1896.

2. In the case of an officer who has submitted a medical certificate of incapacity for further service while on leave other than privilege leave, the period of leave up to the date of its termination when that is later than the date of the medical certificate should be taken into account for the purpose of calculating average emoluments.

[C.S.R.—487]

G.I. letter No. 6422-P., F.D., 20-11-1905.

1. In calculating the average earnings under Article 486 (*c*) of the Civil Service Regulations, in the case of a Sub-Registrar on fixed pay and in receipt of a commission on registration fees, who was on leave during the last six months of his service, the principle of rule 1 to Article 487 of the Regulations should be applied.

G.I. No. 7479-P., F.D., 10-12-1903.

2. In cases in which an officer is remunerated at different rates during the last three years of his service by fixed pay and piece rates, average emoluments should be calculated on the last 72 months' service according to rule 4 under Article 487 of the Civil Service Regulations.

G.I. No. 5862-P., F.D., 21-10-1908.

(*a*) The service of a piece-work employee in a press establishment on fixed pay, if any, during the last 72 months, should be disregarded, his piece-work earnings during the last 72 months of his service being divided by the period during which he was actually remunerated at piece-work rates.

(*b*) In cases where a piece-work employee retires on a date other than the first day of a month and broken periods of a month have consequently to be taken into account in calculating pension, average emoluments should be calculated on the earnings of the last 72 complete months, ending on the last day of the month immediately preceding that in which the officer retires from the service, the "month" referred to being, not necessarily the calendar month, but the month for which the accounts of piece-workers' earnings are made out, namely, from one date in a calendar month to the corresponding date of the next calendar month.

(*c*) In cases where leave without allowances, or suspension, occurs during the last 72 months' service, an equal period of qualifying service rendered immediately before the period should be taken into account in accordance with the principle laid down in rule 2 under Article 487 of the Civil Service Regulations.

G.I. letter No. 927-P., Fin., 15-2-1906.

3. The leave without allowances referred to in rule 2 under Article 487 of the Civil Service Regulations, is extraordinary leave granted under Article 339, not furlough or other leave, which, but for the operation of Articles 147 (iii) and 335, would have carried leave allowance, and such leave whether it actually carries leave allowance or not is leave with allowances for the purpose of rules under Article 487.

4. An officer promoted from lower to higher pay while on furlough or other leave on which he would not receive the benefit of enhanced pay till he returned to duty, cannot, if he retires with gratuity, without rejoiding his appointment, claim the benefit of gratuity, calculated on the pay to which he was promoted while on furlough or other leave, as described above. G.I. No. 1300, F.D, 7-6-1883.

5. The increment which is drawn by an officer on return from leave but which he would have drawn had he not been on leave cannot be included in his "Emoluments" prior to the date with effect from which he actually drew it. G.I. No. 2960-P., F.D., 14-5-1907.

6. The average emoluments of an officer, paid by commission who was on temporary duty for any period during the last three years of his service, should be calculated on his actual earnings in his substantive appointment during the three years divided by the period for which he was in his substantive appointment, his service on temporary duty being disregarded. G.I. No. 3090-P., F.D., 24-5-1907.

Chapter XX.—Special Rules for the Police.

SECTION III.—AMOUNT OF PENSION.

Officers on Pay not exceeding Rs. 20.

[C.S.R.—503]

G.I. No. 1728-P., Finl., 17-4-1896.

1. A pension exceeding Rs. 10 a month cannot be granted under the Police Superannuation Fund Rules, though a moiety of the average emoluments may exceed that amount.

[C.S.R.—503, Scale B]

G.I. No. 6307-P., Fin., and Comce., 5-10-1904.

1. In the case of a Police officer on pay not exceeding Rs. 10 a month, whose service is pensionable under scale B of Article 503 of the Civil Service Regulations and who afterwards is transferred to an appointment in superior service outside the Police Department, the Police service should be treated as "superior."

Chapter XXI.—Re-employment of Pensioners.

SECTION I.—CIVIL PENSIONERS.

Notice of Re-employment.

[C.S.R.—510]

1. The rules do apply to copyists' establishments attached to Courts, but not to an establishment paid from the Suitors' Fund.

2. The previous sanction of the Governor-General in Council must be obtained in any case in which the Darbar of a Native State propose to employ, for any stated period after his retirement from the service of Government, any member of the I.C.S. or any person who has held an appointment usually reserved for members of the I.C.S. If, on the expiry of the stated term, it is desired to retain the services of any such person for a further period, the sanction of the Governor-General in Council must be obtained to such extension. G.I., F.D., No. 905, C.S.R., 17-9-1913. Case Pen., C. Mis., 3-2 of 1913-14.

All Local Governments and Administrations and Political officers named below can sanction the employment of Europeans and Indians who are in receipt of pensions from Government and who do not fall within the class described above in the Native States under their political control. If necessary, before sanction is accorded, full enquiry may be made into the character and antecedent of the person whose services the Darbar proposes to engage. The question of the emoluments to be given is left unreservedly to the discretion of the Darbar and no further sanction is needed for the extension on the period of engagement of any such person, provided that no change is made in the nature of his employment. No sanction is required to the employment of Indian pensioners as sepoys, menials or in any purely ministerial capacity. This regulation applies also to the employment of such persons in Native States by Companies in which the Darbar concerned is interested.

(1) Agent to the Governor-General in Central India.
(2) Agent to the Governor-General in Rajputana.
(3) The Resident at Hyderabad.
(4) The Resident in Mysore.
(5) The Resident in Kashmir.
(6) The Resident at Baroda.

NOTE.—The sanction of the Government of India is not necessary to the employment of a pensioner in a Native State, but it is necessary to the acceptance by such a pensioner of a pension from the Native State.

[C.S.R.—511 to 519]

G.I., F.D., No. 104, 6-1-1883. G.I., F.D., No. 1063, 26-2-1883.

1. A compassionate allowance is, to all intents and purposes, a pension, and the rules regarding the re-employment of pensioners are therefore equally applicable to the case of persons in receipt of a compassionate allowance.

A.-G.'s order, 21-4-1910.

2. The rules regarding the re-employment of a pensioner do not apply to persons in receipt of extraordinary family pension.

After Superannuation or Retiring Pension.

[C.S.R. 520 and 521]

G.I., Fin. and Comce. Dept., No. 950-P., 16-2-1901, and A.-G.'s (Madras), Cir. No. 3, 24-4-1901.

1. The Government of India have sanctioned the exemption from the operation of Articles 520 and 521, Civil Service Regulations, of the appointments to hereditary village offices mentioned in Madras Act III of 1895, the sanction of the Local Government to the re-employment in any such office of a pensioner in receipt of a superannuation or a retiring pension is no longer necessary if otherwise qualified.

SECTION III.—MILITARY PENSIONERS.

[C.S.R.—526]

G.I., F.D., No. 6369-P., 5-12-1902.

1. The salary in the Civil department of a Commissioned Military officer should not be reduced on account of any wound or injury pension which he receives in the Military department.

Page 114.—*Add* the following under

[C.S.R.—**514**]

The Government of India have delegated to the Comptroller-General the powers of a local Government under article 514 (*a*) of the Civil Service Regulations in respect of pensioners whose re-employment he is authorized to order. **G.I. No. 265-F.E., Finl., 19-2-1919.**

PART V.—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR SPECIAL OFFICERS.

Chapter XXII.—The Governor-General, Governors, Lieutenant-Governors and Members of Council.

SECTION I.—COMMENCEMENT AND TERMINATION OF THE PAY OF A GOVERNOR OR MEMBER OF COUNCIL.

1. Unless otherwise arranged between the two officers concerned, the general rule applicable to other officers should be followed, and the pay of the office should belong to the relieving officer if charge is made over in the forenoon and to the relieved officer if the charge is made over in the afternoon. G.I., F.D., letter No. 4070, 26-7-1888.

2. When a member of the Indian Civil Service holds the appointment of Governor, his salary is liable to deduction on account of the Civil and Annuity Funds. S. of S.'s Desp. No. 26, Finl., 10-3-1905, commd. with G.I. No. 2748-P., Finl., 20-5-1905.

SECTION III.—MEMBERS OF COUNCIL.

[C.S.R.—536]

1. In the event of any Member of Council succeeding to the office of Governor during a vacancy in that office, the term of his service as such Governor should be computed as part of his five years' service as a Member of Council; nevertheless in the event of his five years' service expiring while he holds the office of Governor, the Member of Council should continue to hold that office until the Governor duly appointed takes the execution of it upon himself. S. of S.'s Desp. No. 92, Pub., 26-7-1901, commd. with G.I., F.D., No 4956-P., 26-9-1901. G.O. No. 1028, Pub., 9-10-1901.

2. An officer appointed provisionally, i.e., pending the intimation of His Majesty's pleasure, and afterwards confirmed as a Member of Council ceases to retain a lien on his substantive appointment not from the date of occurrence of the vacancy, but from the date of his confirmation as a Member of Council by the Crown. Consequently the promotions made in his place should be regarded as substantive *pro tem.* only until such confirmation. G.I., H.D. No. 2009 (Judl.), 25-11-1904, commd. under G.I., F.D., No. 7649-P., 6-12-1904.

[C.S.R.—539]

1. An officer who has acted as a member of the Executive Council of the Governor-General or of the Governor of Madras or Bombay is entitled to count the period of his employment as acting member as service towards privilege leave under chapter XII of the Regulations, if the leave is taken after the officer has ceased to act as member. G.I F.D., No. 4315-P., 10-7-1907.

Chapter XXIII.—Judges of the High Courts.

Statutory Rules.

[C.S.R.—543]

S. of S.'s Desp. No 180, Pub., 18-7-1912, commd with G.I., F.D., No 962-E.B., 6-8-1913.

1. For the undertaking of work and acceptance of remuneration therefor by Judges of High Court please see orders contained under Article 72 of the supplement.

[C.S.R.—543, Rule 1]

Acting Judge.

G.I. No. 1291, Finl., 15-6-1875. G.I., H.D., Judl., No. 2009, 25-11-1904, commd. with G.I., F.D., No. 7649-P., 6-12-1904.

1. An acting Judge of the High Court, if confirmed in the appointment actually becomes a Judge of such Court from the date of his Letters Patent, and he ceases to have a lien on his former appointment, if he has any, from that date. Consequently the promotions made in his place should be regarded only as substantive *pro tem.* until that date.

[See also C.S.R. 90-I (3).]

[C.S.R.—543, Rule 6]

Officiating Service.

G.I. No. 2159-P., Finl., 13-5-1895.

1. Officiating service by a member of the Indian Civil Service as a High Court Judge qualifies for furlough under the High Court rules, but not for furlough under the General rules in Chapter XIII. Such service may however be included in the three years' "continuous service" which, under Article 308, it is necessary to render before furlough under the General rules becomes admissible.

G.I. No. 3313-P., 4-7-1894.

2. A Judge of a High Court who has furlough at credit under rule 6, Article 543, is not entitled to add thereto furlough earned by service previous to his appointment to the High Court.

[C.S.R.—543, Rule 7]

G.O. No. 491, Finl., 8-4-1899. S. of S.'s No. 38, Judl, 6-7-1899.

1. In the case of the Honourable Mr. Justice Benson, Judge of the Madras High Court, it was decided by the Government of India with the approval of the Secretary of State that furlough was admissible to him under Rule 7, Article 543 of the Civil Service Regulations, even though he had not had three years' continuous service at the time when he was appointed as a Judge.

[C.S.R.—543, Rule 8]

G.I. No. 1012-P., Finl., 2-3-1898.

1. The word "Furlough" in the third line of this rule refers to furlough taken under the High Court Leave rules, and not to furlough under the rules applicable to the branch of the service to which a High

Court Judge may have belonged previous to his appointment as such High Court Judge.

[C.S.R.—543, Rule 13.]

Subsidiary Leave.

1. A Judge of the High Court is not entitled to subsidiary leave on return from extraordinary leave. G.I. No. 2183-P., 4-5-1894.

[C.S.R.—543, Rules 14 & 24]

1. A Judge of the High Court, who has taken furlough to Europe and remains out of India after the termination of his leave during the whole or a part of the Court vacation and who has been granted an advance equal to his English furlough pay for the period between the expiration of his leave and the date of sailing for India, is placed in the same position as regards pay, as if his furlough had been extended up to the day of his return to duty. If he re-joins within the time specified in rule 24, his allowances should be adjusted at the English rate up to the date of his arrival in India, and at the Indian rate from that date to the date of joining his appointment. G.I. No. 5793-P., Finl., 14-12-1895.

Privilege Leave.

[C.S.R.—543, Rule 17]

1. Acting appointments to High Court judgeships for short periods to supply the place of Judges absent on privilege leave, are not compulsory under the statute and ought not to be made, as privilege leave is only allowed subject to the exigencies of the public service, and ought not to be granted (save in very exceptional cases) if the appointment of an acting Judge is thereby rendered necessary. M.G.O. No. 355, Judl., 25-2-1897.

The Accountant-General should refer to the above ruling when reporting on the eligibility of Judges of the High Court for privilege leave.

2. A High Court Judge need not complete three years' service with a view to take privilege leave on full pay in conjunction with vacation. He can combine such leave with vacation in any one year of each period of three years. G.I. No. 2631, Finl., 19-8-1886.

[C.S.R.—543, Rule 24.]

1. A Judge of the High Court is permitted to combine vacation on full pay with combined privilege leave and furlough either at the beginning or at the end thereof on the understanding that no acting appointments are made during the vacation in the place of the Judge thus drawing full pay. S. of S.'s Desp. No. 247, Pub., 29-11-1912, commd. with G.I., F.D., No. 888, C.S.R., 21-12-1912.

2. The provisions of Article 264 which make the right to receive vacation allowances contingent upon the return of an officer to duty on the expiry of vacation are not applicable to the case of Judges of the High Court. G.I., Tel., No. 1077, P., F.D., 28-2-1900 to the Acctt.-Genl., Bombay.

[C.S.R.—543, Section III.]

Government of India have been authorized to extend the service of a Judge beyond the age of 60 years, provided he is physically and mentally fit for the discharge of his duties, up to a maximum period of one year. Such an extension may be made, either because it is considered to be desirable in the public interest, or, in exceptional cases to enable a Judge to complete his service for pension. S. of S.'s Desp. No. 208, Pub., 8-8-1913, commd. with G.I., F. D., No. 846, C.S.R. 27-8-1913.

Chapter XXIV.—Barrister and Pleader appointments.—*Nil.*

Chapter XXV.—Members of the Indian Civil Service.

[C.S.R.—556]

G.I., Fin., No. 110-P., 9-1-1895.

1. The Secretary of State has decided that the exchange rate of 1*s*. 6*d*. the rupee, which has been conceded to the absentees out of India in connexion with the exchange compensation scheme, should not be applied to the case of an officer should it render him liable to a deduction on account of Annuity Fund subscription from which he would be exempt if drawing the minimum furlough allowance of £500 a year, or should it otherwise operate to his disadvantage.

Annuity Deductions.

G.I., F.D., No. 5570-P., 5-10-1905.

1. Honoraria paid for the preparation of Manuals are liable to annuity deduction.

G.I., F.D., No. 294, 7-12-1911.

2. The minimum allowance drawn during special leave is exempt from annuity deduction.

Civil Fund Deductions.

[C.S.R.—560]

G.I., Fin., No. 4690-P., 7-10-1895.

1. Nothing in either clause (*a*) or clause (*b*) of Article 560 should be taken as authorizing payment of contributions in advance when the rules of the Fund, to which the officer belongs, do not allow such payment.

Chapter XXVI.—Statutory Civil Servants.

[C.S.R.—566]

1. Statutory Civil Servants whose service has not been rendered wholly as such, shall be eligible for a retiring pension after thirty years' qualifying service statutory and other. G.I., F.D., letter No. 4683-P., 22-8-1905.

[C.S.R.—566 Leave Regulations, Sec. 4 (*c*)]

[See rulings under C.S.R. 308 (*b*) (iii).]

Chapter XXVII.—Ecclesiastical Officers.

SECTION I.—BISHOPS.

[C.S.R.—567-6 (*a*)]

G.I., F.D., No. 1091-P., 23-2-1907.

1. The extraordinary furlough enjoyed by a Bishop, under this rule, should not be deducted from the furlough earned, in order to calculate the amount of furlough due.

[C.S.R.—569]

G.I., F.D., No. 1012-P., 4-3-1899.

1. The vacancy in the see referred to in the article is a permanent vacancy and not one caused by the absence on leave of the permanent Bishop.

SECTION III.—CHAPLAINS.

[C.S R.—576]

G.O No. 8, Eccl., 30-1-1905, commd. in G.O. No. 896, F.D., 18-2-1905.

1. Certificates given to Chaplains by a Board of Commissioned Medical officers in military employ should be accepted for the purposes of Article 576 of the Civil Service Regulations.

[C.S.R.—583 (*a*) (iii)]

[See rulings under C.S.R. 308 (*b*) (iii).]

Special Leave.

[C.S.R.—587]

Advance of Leave Allowance inadmissible.

G.I. No. 1754-P., Fin., 18-4-1896.

1. A Chaplain proceeding on special leave on urgent private affairs under Article 587 is not entitled to an advance of the first quarter's leave allowance under Article 585 (*b*).

Privilege Leave.

[C.S.R.—593]

G.I., Fin. and Com. Dept., No. 3262-P., 6-6-1902.

1. In the case of a Chaplain, the calculation of the amount of privilege leave due for combination with other leave should be made retrospectively from the last interruption of duty, and the privilege leave taken under Article 592 should be treated as if it had been granted under Article 260 ; any excess of privilege leave, taken under the rules in Chapter XXVII, over the amount which would have been earned for the same period under the general rules in Chapter XII, should be treated as if it had been an overstayal of leave constituting an interruption of duty within the meaning of Article 277, Civil Service Regulations.

Right and Title to Pension.

[C.S.R.—599]

1. A Chaplain retiring in England after a short period of service should obtain a satisfactory certificate of character from the Bishop of the Diocese in which he has served to entitle him to receive gratuity. M.G.O. No. 50, Eccl., 17-7-1897, commg. G.I. letter No. 239, H.D., 24-6-1897.

SECTION IV.—MINISTERS OTHER THAN CHAPLAINS.

[C.S.R.—602]

A minister not on the regular Ecclesiastical establishment who is granted the allowance under this article, is not eligible for any of the concessions provided for in section III. G.I. No. 398-E.B., F.D., 3-8-1912.

[C.S.R.—603]

1. The allowance granted to clergymen under Article 603, Civil Service Regulations, is not on a par with the pay or local allowance of regular Government chaplains. It is a specific payment granted to a particular individual for the performance of specific ecclesiastical duties and necessarily lapses if these duties are not performed by him. G.O. No. 68, Eccl., 30-7-1910. M.G. Fin. Endt. No. 3462-1, 13-8-1910.

It cannot therefore be drawn by the incumbent when he is on leave.

2. The Local Government is empowered to sanction the transfer from one station to another of the allowances which have been granted by the Government of India to any clergyman of the additional clergy or other society provided that both the places (or clergymen) to which the allowances were attached are within the jurisdiction of the local Government and that no additional expense is thereby involved. G.I., Edl. Dept. (Eccl.) No. 151, 25-4-1917, recorded in G.O. No 38, Pub. (Eccl.), 11-5-1917, commd. with G. of I., Fin. Dept., No. 624, E.B., 4-5-1917.

Chapter XXVIII.—Military Officers.

SECTION I.—PAY, ALLOWANCES AND LEAVE RULES.

[C.S.R.—605, 606, 855-860]

G.I., Home Dept. notification, Nos. 102-19, 24-1-1907, published in G.I. Gazette of 26-1-1907. G.O. No. 98, Pub., 31-1-1907. G.I. No. 2229, F.D., 17-2-1907.

1. In the case of a Military Officer who is *lent to a Civil department for the performance of a specific duty,* his term of service under the Civil authorities terminates on the completion of such duty, and any leave for which he may then apply will be granted by the Military authorities with reference to his status as a Military Officer.

2. In the case of a Military Officer who is *lent to a Civil department for a fixed period,* and who is desirous of taking leave prior to the termination of that period, leave will be granted, *within the period for which his services have been lent* to the Civil department with reference to the applicant's status as a Civil Officer, even though he does not return to his Civil appointment on the expiry of his leave.

3. In the case of a Military Officer lent to a *Civil department for a fixed period,* who applies before the expiry of the term of his Civil employment for leave *which will extend beyond the period of such term* the whole period of leave will be granted by the Civil authorities, after consultation with the Military authorities, the portion antecedent to the expiry of the term of Civil employ being granted with reference to the officer's status as a temporary Civil Officer and the balance with reference to his status as a Military Officer. In such cases the officer's service under the Civil department will be held to terminate not at the commencement of his leave, but on the completion of the period for which his services were originally lent to the Civil department.

[C.S.R.—606]

G.I. No. 3494-P., 27-6-1902.

1. An officer of the Indian Medical Service holding an administrative Medical appointment in the Civil department, the tenure of which is limited to five years, is entitled to combine privilege leave with the leave admissible to him under Article 226 of the Army Regulations, India, Volume II, Provincial Issue, provided that the total of the combined leave is not less than six months and not more than eight months.

G.I., F.D., No. 3284-Estt.-A., 29-9-1909, commd. with G.I., F.D. Endt. No. 5091-P., 12-10-1909.

2. If a Military Officer holding an officiating appointment in the Civil department prior to his departure on leave is to be re-employed in that department on his return to duty, he is entitled under this article to combine privilege leave, admissible under civil leave rules with furlough or leave admissible under Military rules.

[C.S.R.—607]

1. The furlough allo wances of a Military Officer who on proceeding on leave loses his lien on his Civil appointment are a charge against the Military Department. G.I. No. 3100-P., F.D., 16-5-1904.

[C.S.R.—613 (*b*)]

1. Paragraph 6 of the Military Department Notification No. 1047, dated the 23rd October 1903, supersedes the rule in Article 613 (*b*) of the Civil Service Regulations so far as Indian Medical Service Officers are concerned. A Lieutenant-Colonel of the Indian Medical Service in civil employ who is granted an extension of service beyond the age of 55, should ordinarily continue to be employed in the Civil Department. G.I. No. 696, H.D., 16-7-1907, commd. with G.I. No. 4612-P., F.D., 24-7-1907. G.O. No. 607, Pub., 26-7-1907.

[C.S.R—620 (*a*)]

1. Lieutenant-Colonels of the Indian Medical Service who have been granted an extension of service under Article 613 (*b*) in order to complete 30 years' service are not exempted from the operation of Article 620 (*a*) and therefore are not entitled to leave under ordinary rules during the period of extension prior to their reversion to the Military Department. G.I. No. 5604-P. Fin., 3-0-1908.

Chapter XXIX.—Civil Veterinary Department.

[C.S.R.—622 (*a*)]

G.I. No. 4098-P., F.D., 14-8-1909.

1. The leave allowances of officers of the Army serving in the Civil Veterinary Department, during leave, subsidiary to ordinary furlough should be governed by the rule contained in Article 622 (*a*).

Chapter XXX.—Civil Engineers and Telegraph Officers.

[C.S.R.—649]

The provisions of Article 649, Civil Service Regulations, are not however applicable to Provincial Engineer Officers appointed from the Upper Subordinate Establishment of the Public Works Department.

G. of I. letter No. 325-G. P.W., 30-1-1895, commd. in G.O. No. 343 W. (P.W. File No. 109, Vol. I, page 199).

[C.S.R.—650]

1. Assistant Secretaries in the Public Works Secretariats of Provincial Governments who are ordinarily selected from a ministerial establishment and are not members of a graded service are excluded from the rule in Article 650 of the Civil Service Regulations and their retirement is governed by the rule in Article 459 of the Civil Service Regulations.

S. of S.'s Desp. No. 32, 21-6-1912, commd. with G.O. No. 1056 W. 2-8-1912.

Chapter XXXI.—Law Officers.

Government Pleader or Government Prosecutor.

[C.S.R.–653]

G.I. letter No. 2273-P., Fin., 25-5-1916.

1. The Local Government may grant the Government Pleader, Madras, an absentee allowance of Rs. 150 a month and an allowance of Rs. 200 a month to his *locum tenens* notwithstanding that the absentee will draw his absentee allowance in England at the fixed rate of exchange of 1*s.* 6*d.* the rupee.

Chapters XXXII to XXXVII.—*Nil.*

PART VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

Chapter XXXVIII.—Wound and other Extraordinary Pensions.

SECTION III.—INJURIES RECEIVED ON DUTY.

[C.S.R.—735]

1. Article 735 does not apply to the cases of policemen dying of cholera contracted during employment on the duty of enforcing sanitary measures in infected villages; but if, in any special case, the Local Government should think fit to make a recommendation for the grant of a gratuity to the family of a policeman dying of cholera while on sanitary duty, full particulars of the case should be submitted to the Government of India. G.I. No. 324, F.D., 11-7-1893.

2. Policemen who die of plague contracted in the execution of their duties in plague-stricken localities may be considered as having been killed in the execution of duty attended with extraordinary bodily risk within the meaning of Articles 734 and 735, provided that care be taken strictly to limit the grant of pensions to cases where men are sent to duty entailing imminent risk from plague. The concession is applicable to families of policemen dying of plague while on plague duty in all provinces in which plague is or may become prevalent. G.I. No. 4516-P., F.D., 13-9-1900. G.O. No. 894, Judl., dated 30-6-1900.

3. The existing practice under which it is necessary for an audit officer in reporting on claims of extraordinary pensions under the rules to express an opinion upon the question whether or not injury or death was met with in the performance of a duty attended with extraordinary bodily risk within the meaning of Article 735, Civil Service Regulations, should not be altered. G.I. No. 4521, Fin and Com., 20-7-1904.

4. Pensions not exceeding, in any case, Rs. 1,000 a year or gratuities not exceeding, in any case, Rs. 3,000, may be granted by the Government of India to non-officials who are injured, or to the families of non-officials who are killed, during or in consequence of service rendered to Government, or who, though not injured, have rendered some exceptional service to Government. No. 44, 15-4-1910, commd. with G.I. No. 2401-P., F.D., 19-5-1910.

These pensions are not included in the term "political pensions" which applies only to such pensions as are granted to non-officials whose services, descent or connections are such that it is on general grounds of policy very desirable that Government should extend to them some measure of assistance or recognition.

Copy of G.I. No. 5886-158, 18-8-1910, Com. and Ind. Dept., commd. with G.I. No. 4485-P., 26-8-1910, Fin. Dept.

5. The normal risk of an officer on duty cannot be considered extraordinary and the fact that an extraordinary danger suddenly intervened will not necessarily bring the case under Article 735 of the Civil Service Regulations. The presence or absence of extraordinary bodily risk is a question on which the audit officer must satisfy himself before he accepts the sanction of the Local Government under this article.

S. of S.'s Desp. No. 195, 17-11-1298, and G.I., F.D., No. 1959, 16-6-1899.

6. In the case of officers dying of plague contracted on duty connected with plague where the duty arising in connection with the plague is clearly outside the scope of the appointment held by the officer dying from the disease and the circumstances of his family are such as to justify the grant, the Government of India may sanction pensions to the families of such officers. The Local Government may grant pensions to the families of policemen dying of plague contracted on plague duty.

G.I. No. 292, C.S.R., 7-4-1913.

7. The performance of operations on venereal patients may fairly be regarded as a duty involving extraordinary bodily risk within the terms of Article 735 of the Civil Service Regulations. Proposals for the grant of pensions or gratuities to Civil Medical Officers injured in this manner may accordingly be dealt with under Articles 739 and 740 of these Regulations.

G.O. No. 2947, Rev., 10-10-1914, and G.O. No. 1653, Rev., 15-7-1915. [Pen. Mis. No. 3-11 of 1915-16.]

8. The heirs of subordinates of the Civil Veterinary Department, who, while examining dogs suspected of rabies, may die as the result of being bitten by such dogs or who may die as the result of rabies contracted in the operation of removing the brains of dead dogs, suspected of rabies, for despatch to the Pasteur Institute, will be eligible for pensions under the provisions of Article 735 of the Civil Service Regulations.

NOTE.—The scheme will have effect from the 1st October 1914 as a tentative measure for three years.

[C.S.R.—747]

Report of Account Officer.

G.I., F.D., No. 4774-P., 3-11-1898.

The report of the Account officer should always be obtained before the grant of extraordinary pensions and gratuities is sanctioned by the Local Government or recommended to the Government of India.

Page 128.—*Insert* the following as paragraphs 9 and 10 under

[C.S.R.—735]

G.I. No. 548-C.S.R., Finl., 12-6-1917, commg. G I. letter (Army Dept.), No. 7786, 28-5-1917. Pen. Mis. 3-11 of 1917-18.

9. The rules in section III, Chapter XXXVIII of the Civil Service Regulations, apply exclusively to officers injured or to the families of officers killed in the execution of public duty on service other than military.

G.I. No. 616-C.S.R., 30-6-1917 and G.O. No. 338, L. & M. (Medl.), 4-8-1917. Pen. Mis. 3-15 of 1917-18.

10. Syphilitic infection contracted in the performance of duty may, if it is reported by a medical board to be likely to be permanent, be *ipso facto* regarded as *of a very serious nature* for the purpose of the grant of injury pension under paragraphs 756 and 858, Army Regulations, India, Vol. I.

[IV, 8-2-19]

PART VII.—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS.

Foreign Service—(Old Rules applicable to Officers transferred before 1st August 1913).

Chapter XXXIX.—*Nil*.

Chapter XL.—Foreign Service of the first and second kinds.

SECTION I.—CONDITIONS OF FOREIGN SERVICE OF THE FIRST KIND.

Explanation.

What Circumstances justify Loan of an Officer to a Foreign Employer.

1. As explained in Article 805 of Civil Service Regulations, third edition, the Government of India do not lend their own officers to a foreign employer, unless it can be shown that the latter cannot otherwise obtain competent officers, and that political or public considerations require that the foreign employer should be assisted by the Government. Where these conditions are not satisfied, an officer of the Government, who in his own interests seeks to be transferred to foreign service, must be content to forfeit all claims on the British Government. G.I. No. 1282-P., Fin. and Com., 20-3-1899.

[C.S.R.—753]

1. The orders under which the maximum pay of Government officers transferred to foreign service is fixed at the pay of the grade next above that in which the officer is graded on the Government list, do not necessarily contemplate any immediate increase of salary in the case of an officer lent to a foreign employer in India for the performance of duties similar to those which he is called upon to perform in the service of Government; nor do they justify any claim by such an officer to a higher rate of pay as a matter of right. Any question of increase of pay should be initiated by the foreign employer concerned. After such initiation, the question whether any increase above the pay admissible in Government service is justified, should be considered both with reference to the qualifications of the officer transferred, and the nature of the duties to be undertaken. G.I. No. 897-P., F.D., 27-2-1895.

G.I. No. 5299-P., F.D., 22-9-1905.

2. The Provincial Forest service is not included in the term "Superior Service" in the rule in Article 753 (iii) (*b*) of the Civil Service Regulations.

G.I. No. 1484-P., F.D., 17-3-1909, and G.O. No. 156, Finl., 8-4-1909.

3. The Local Government can sanction transfers of subordinates of Agricultural and Veterinary Departments to private bodies such as Agricultural Associations or Societies for the prevention of cruelty to animals, on conditions similar to those obtaining in foreign service.

4. The Board of Revenue in all departments is empowered to transfer non-gazetted subordinates of all ranks to Foreign service of all the three kinds specified in Article 750 of the Civil Service Regulations except to service under Native States.

5. The Surgeon-General is empowered to sanction, subject to the usual report by the Audit Officer, the transfer to Foreign service in India, except to service under a Native State, of all medical subordinates of and below the rank of Assistant Surgeon irrespective of any limit as to the period of employment.

G.O. No. 509, Fin., 15-11-1909.

6. The powers delegated by the Government of India to the Local Government to sanction the grant of local and conveyance allowance to officers transferred to foreign service and to relax the ten years' rule in cases of transfers to local bodies are exercisable by the Local Government only and *not* by the Board of Revenue and the Surgeon-General.

G.O. No. 319, Finl., 23-7-1910.

7. In the case, however, of transfers of officers to foreign service such as of medical subordinates to local bodies on plague or cholera duty, where the special allowances proposed are in accordance with a fixed scale already prescribed, the sanction of Government is not necessary to the grant of these allowances.

G.I. No. 2606-P., F.D., 28-5-1910.

8. When an officer's transfer to foreign service has been sanctioned by the Government of India for a stated term, any extension of such employment may be sanctioned by the Local Government concerned without reference to the Government of India, provided that no change is made in the condition of the officer's employment which would otherwise require the sanction of the Government of India.

G.I., F.D. No. 1438-P., 14-3-1900.

9. An officer who is deputed by his foreign employer on special duty beyond the limits of the country in which he is employed should immediately inform the Local Government under which he served before his transfer to foreign service out of India of the circumstances and conditions under which he has been placed on deputation.

G.I. No. 6427, C.S.R., F.D., 10-12-1910.

10. The powers of a Local Government under the rules in Part VII of the Civil Service Regulations are exercisable by the Comptroller-General in respect of non-gazetted officers serving in account offices.

G.I., F.D. No. 241, Est. A, 31-1-1913, commd. with G.O. No. 91, Pol., 24-2-1913. Pen. C. Mis. 3-2 of 13-14.

11. All applications for sanction to the transfer of Government officials to foreign service in Native States in cases in which the sanction of the Government of India is necessary under the rules, should, after the preliminary details have been arranged, be submitted by the Local Administration or political officer concerned to the Government of India in the Foreign Department. Proposals for granting remuneration and easements, which are not covered by the rules and orders contained in Part VII of the Civil Service Regulations and in Appendix No. 31 to those regulations, to officers in, or to be transferred to, foreign service, should, as far as possible, be avoided.

12. The following officers have been informed that all applications for sanction to the transfer of Government officials to foreign service in Native States in cases in which the sanction of the Government of India is necessary under the rules should be submitted to the Madras Government who will transmit them to the Government of India in the Foreign Department:— G.O. No. 509, Pol., 22-9-1913. Pen. C.S. 4 of 13-14.

(1) The Resident in Travancore and Cochin.
(2) Political Agent, Pudukkottai.
(3) Do. Banganapalle.
(4) Do. Sandur.

Sanction to Transfer.

[C.S.R.—753 (ii) (b)]

Before submitting an application for transfer to foreign service, for the orders of the Government of India, all necessary particulars relating to the character and qualifications of the officer whose transfer is desired, the pay which he should be allowed, etc., should be obtained and any other preliminary details arranged in direct communication with the Local Government or Administration concerned. After the preliminary details have been arranged, the application should be submitted by the Local Administration or the Political officer concerned to the Government of India in the Foreign Department. G.O. No. 91, 24-2-1913, commd. in M.G., Finl. Endt. No. 1991-1, 15-3-1913.

Proposals for granting remuneration and easements which are not covered by the rules and orders contained in Part VII of the Civil Service Regulations and in Appendix No. 31 to these Regulations to officers in, or to be transferred to, foreign service should, as far as possible, be avoided.

[C.S.R.—753 (iii)]

Officer selected for Transfer must have Ten Years' Qualifying Service in all but clearly Exceptional Cases.

1. When the loan of an officer is justifiable on public grounds, a further question arises as to the particular officer to be selected; and on this point the Government of India have laid down the rule that with certain specified exceptions, the officer chosen shall have had ten years' qualifying service. It is opposed to the policy of Government to incur pensionary liabilities on account of officers who have abandoned their service. In the case, however, of officers who, by a substantial term of service prior to transfer, have established pensionary claims on the Government, which they cannot without hardship be required to forfeit, the Government accept contributions and undertake a continued responsibility for pension. But they cannot undertake this responsibility as they have been asked to do, on behalf of officers of only three, two, and even one year's service. The limit, which is necessarily an arbitrary one, has been fixed at ten years, and it is desirable that this limit should be adhered to in all but clearly exceptional cases, even though its application may occasionally cause some difficulty in obtaining a suitable and willing officer. G.I. No. 1282-P., Fin. and Com., 20-3-1899.

The Local Government can sanction the relaxation of the ten years' rule in cases of transfers of subordinates of the Agricultural Department and Veterinary Assistants to Local Bodies. G.I. No. 1484-P., F.D., 17-3-1909, and G.O. No. 156, Finl., 8-4-1909.

Retrospective Sanction inadmissible.

G.I. No. 5330, Fin., 8-11-1890.

2. Transfers to foreign service should not be sanctioned with retrospective effect.

G.O. Nos. 2758 and 120, Finl., 4-12-1883, and 19-1-1885, respectively.

3. All heads of offices should apply through the Accountant-General for sanction to transfers before they actually take place; and any transfers made without such sanction will be considered absolutely void.

G.I. No. 6553, F.D., 30-12-1889.

4. The sanction of the Government of India is required in the case of the transfer of services of officers, etc., belonging to the Account offices.

G.I. No. 729-P., F.D., 11-2-1898.

5. Service paid from a Local Fund and qualifying for pension according to the rule of proportions should not be included in the ten years' qualifying service.

G.I. No. 7493-P., Fin. and Com., 30-11-1904.

6. Officers rendering pensionable service under a Patwari Fund are exempted from the operation of the rule in Article 753 (iii) of the Civil Service Regulations when they are transferred to foreign service.

[C.S.R.—753 cl (iv) (a), (b) & (c)]

G.I. No. 1262-P., Fin. and Com., 23-2-1904.

1. The rules in clause (iv) and its sub-clauses (*a*), (*b*) and (*c*) of Article 753, Civil Service Regulations, are not absolute, though it is not contemplated that they should be departed from save in very exceptional cases and for strong reasons. When such reasons exist the sanction of the Local Government will be sufficient for a relaxation of the rules in those cases in which its sanction is sufficient for the original salary sanctioned.

G.O. No. 2870, Rev., 19-10-1909.

2. Whenever a Veterinary assistant is transferred to foreign service, he should not be granted the pay of the next higher grade as a matter of course. The higher rate of pay will be sanctioned in special circumstances which should be fully explained.

[C.S.R.—753 (iv) (2) & 764]

G.I. letters Nos. 5398-P. and 5399-P., Fin., 22-12-1896.

1. The confirmation of the Government of India is not required in cases of foreign service of the first and second kinds in which the remuneration of an officer is fixed by the Local Government.

[C.S.R.—753 (iv) (c)]

G.I. No. 2574, C.S.R., 2-5-1911.

1. Increase of pay to an officer in foreign service should be determined with reference to his substantive pay and not the sub. *pro tem.* pay which he would have been drawing in British Service.

G.I. No. 65-P., Fin. and Com., 9-1-1902.

2. The rule in the second sentence of Article 753 (iv) (*c*) (2), Civil Service Regulations, that no increase of pay shall be granted to an officer transferred to foreign service until he has served for three years in foreign employ and that subsequent increments may be allowed at intervals of not less than three years, should not be considered as preventing the pay of the appointment to which an officer is transferred being fixed on a progressive scale with annual increments.

[C.S.R.—753 & 764]

Letter from G.I. No. 1050-G., F.D., 22-5-1906, recorded in G.O. No. 915, Judl., 30-5-1906.

1. In the case of transfers to foreign service which the Local Government is competent to sanction under Article 753 (ii), Civil Service Regulations, the services of the officer transferred need not be placed at the disposal of the Government of India.

2. Whenever the sanction of the Government of India in the Foreign Department is required under Article 753 (ii) (*b*) of the Civil Service Regulations, to the transfer of officers of Government to Foreign service under Native States in India, the Local Government should notify in the order of transfer that it is issued with the sanction of the Government of India in the Foreign Department. G.I. No. 3069-G., F.D., 17-12-1906, commd. with G.I. No. 125-P., F.D., 8-1-1907. G.O. No. 4, Pol., 4-1-1907.

[C.S.R.—753 & 784]

Acceptance of Unauthorized Remuneration prohibited.

1. In the case of a medical officer, the rules* regulating remuneration for attendance on Native Chiefs, Nobles and Gentlemen of high position in a Native State continue to apply; while, except as provided in those rules, permission is required before an officer who is actually occupying a Government appointment may undertake any duty on behalf of a Native State for remuneration. If the Native State and the officer concerned are subordinate to the same Local Government, the sanction of the Local Government is sufficient; in other cases the sanction of the Government of India is required. The same principle which forbids an alteration of pay also disallows a substantial change of duty without sanction. G.I. No. 1282-P., Fin. and Com., 20-3-1899.

* Notification of the Government of India in the Home Department, No. 437, dated the 25th July 1893.

Circular of the same Department, No. 9 (Medical), dated the 19th October 1894.

[C.S.R.—753A, Note]

1. The power to decide in what cases, estates or their owners are of sufficient importance, for the purpose of the note to Article 753A of the Civil Service Regulations should not be left in the hands of any authority lower than the Local Government. The Madras Government are empowered to deal with these cases without reference to the Government of India. G.I. No. 122-P., F.D., 11-1-1910.

Contribution required.

[C.S.R.—754]

1. Tahsildars should be regarded as belonging to a graded service and their promotion whilst on foreign service should be dealt with under clause (*b*) (*i*) of this Article. G.O. No. 296, Rev., 29-3-1905.

[C.S.R.—754 (b) (ii)]

1. In the case of an officer who was, prior to his transfer to foreign service, in receipt of fees or commission in addition to pay, the fees or commission should be included in "Assumed pay," the amount of such being taken at the average for the last six months, previous to the date of transfer. G.I. No. 5275-P., Fin., 16-12-1896.

2. The assumed pay in foreign service of an officer on a time-scale rate of pay should be taken, for the purpose of calculating contributions, as that which he would have drawn from time to time, had he remained in British service. G.I. No. 5223-E.O., Fin., 10-9-1908.

[C.S.R.—754 and 779 (b)]

1. The leave allowances of an officer who contributes for pension only should be calculated upon the pay actually drawn by him in G.I. No. 231-P., F.D., 20-1-1903.

Foreign service, and not upon "Assumed pay"; but the share payable by Government, if any. should be calculated according to the rule of proportions and be based on the assumed pay.

[C.S.R.—755]

Effect of Foreign Service beyond five years.

G.I., F.D. No. 1486-P., 12-3-1907.

In the case of a Hospital Assistant who had been continually absent for more than five years from India on Foreign service under the Central African Protectorate, the Government of India ruled that at the end of five years' total continuous absence his contribution towards leave and pension shall be discontinued and his service shall cease to count for leave and pension. They also ruled that when he eventually retires from the service of the Central African Protectorate, Indian Revenues will bear only a share of his pension proportionate to the length of services in India including the period of five years for which contributions have been paid.

[C.S.R.—755 (a) (i)]

G.I. No. 4217-P., F.D., 5-7-1907. Pen. C. Mis. 3—7 of 1909-10-11.

1. Note 3 to Article 755 (*a*) (i), Civil Service Regulations, should be held to apply only to Officers of the Public Works, Railway and Telegraph Departments coming under Article 642, Civil Service Regulations.

[C.S.R.—755 (c)]

M.G. No. 3635, Rev., 16-11-1910.

1. There is no objection to a pensionable Local Fund employee being lent to the Court of Wards under the Foreign Service rules.

G.I. No. 7493-P., Fin. and Com., 30-11-1904.

2. The exception in the note to Article 755 (*c*), Civil Service Regulations, is intended for all cases of transfer to foreign service of men paid from and rendering pensionable service under a Patwari Fund and applies to foreign service of both the first and second kinds.

G.I. No. 5529-P., F.D., 20-12-1893.

3. An officer in foreign service of the third kind can be transferred to foreign service of the first kind.

Foreign Service out of India.

[C.S.R.—757]

G I. No. 5216, C.S.R., Fin. Dept., 14-10-1910.

1. In the case of officers in foreign service out of India, contribution should be levied for pension only.

Temporary Transfers.

[C.S.R.—761]

G.I. letter No. 5330, 8-11-1890, Dept. of Fin. and Com., commd with Pro. of Bd. of Rev., No. 156, L.R., 11-3-1891.

1. The provisions of Article 761, Civil Service Regulations, exempting from payment of contribution, temporary transfers to foreign service are not applicable to foreign service of the second kind. The note, however, to that article authorizing Local Governments to delegate their powers to sanction transfers to temporary duty applies to transfers to foreign service of the second as well as of the first kind.

G.O. No. 764, Finl., 30-11-1915. Pen. C. Mis. 1-1 of 1917-18.

Page 135.—*Add* the following at the end of paragraph 2 under article 763 (*e*), changing the full stop at the end of the present paragraph into a comma:—

"in cases in which the medical subordinate was in the service of Government and not under a local body at the time he was deputed for festival duty. The deputation of a medical subordinate already in the service of a local body for festival duty to the same local body or to another local body, even if the festival duty lasts for a few days only, should be treated as a transfer to foreign service and pensionary contribution recovered."

[IV, 8-2-19].

Exemptions from Contributions.

[C.S.R.—763]

1. The Government of India have decided that no contribution for pension need be levied from an officer holding a substantive appointment under Government and appointed to act in an appointment under a Local Fund in addition to his own duties, and that the extra allowance granted to him under Article 168, Civil Service Regulations, for the officiating appointment should be treated as a local allowance and disregarded in any calculation of leave and pension allowances.

G.I. No. 2284-P., F. & C.D., 29-4-1903, Copy recd. with Lr. No. Gaz. 767, 16-6-1906, from A.-G., Burma.

2. The absentee allowance of the President of the Madras Municipal Corporation should be calculated on the actual pay he received from the Corporation and not on his "assumed pay."

G.I. No. 1434-P., F.D., 17-3-1910.

3. In future, vaccinators paid from Local Funds shall not be enrolled as servants of Government, nor be employed as a Provincial establishment. Vaccinators hereafter employed by local bodies shall be wholly under their administrative control and shall be on the same footing as other local employees. Existing incumbents shall retain their present rights to pension from Government where such rights exist.

G.I. Resln. No. 190-202, Home Dept., 27-11-1906, commd. with G.I. No. 6730-P., F.D., 3-12-1906.

4. The term "Medical Officers" in Article 763 (*e*), Civil Service Regulations, does not include compounders and shop coolies.

G.I. No. 3976, F.D., 11-6-1888.

Officers lent to Travancore.

5. Officers lent to the Nair Brigade are exempted not only from the payment of contribution, but also from the foreign service rules as regards assumed pay. Their leave allowance should therefore be calculated on the salary actually drawn and not on assumed pay. When an officer of the Brigade is on furlough on half salary, the Travancore State is liable for half the difference between the military pay of rank and the salary of the appointment, the rest of the charge being borne by Government.

G.I. letter No. 5273-P., Fin., 16-12-1896, and G.O. No. 568, Pol., 26-8-1897.

6. It is the practice for the Travancore State to pay the privilege leave allowances of all officers of the Nair Brigade.

[C.S.R.—763 (e)]

1. The deputation of a medical subordinate under a District Board or a Municipality for plague, cholera, small-pox or malaria epidemic duty and for special duty in connection with excessive prevalence of guinea worm should be treated as a transfer to foreign service of the first kind. In cases where the deputation is for the performance of duties connected solely with the treatment of patients in camps or hospitals, the officers will be exempt from the payment of pensionary contribution.

G.O. No. 302, Finl., 21-6-1911 and G.O. No. 628, Finl., 12-10-1912.

2. The cost of medical subordinates temporarily employed on festival duty under local bodies will, where the festival lasts for a few days only, be borne by Government.

G.O. No. 29, Finl., 26-1-1910.

SECTION II.—CONDITIONS OF FOREIGN SERVICE OF THE SECOND KIND.

General Rules.

[C.S.R.—764]

G.O. No. 673, Finl., 7-10-1889.

1. Government has ruled that except under very exceptional circumstances it will not permit officer under its employ to take service under local bodies.

G.I. No. 2006-P., F.D., 2-4-1907.

2. The Board of Revenue is empowered to sanction transfers to the Court of Wards of the services of subordinate officers in the Revenue Department up to and including the grade of Tahsildar and in other departments up to the grade corresponding to Tahsildar subject to the consent of the head of the department.

[C.S.R.—765]

Service under Court of Wards.

Procs. of the Court of Wards No. 716, 6-5-1897.

1. Service rendered in an estate after its restoration to the proprietor may continue to be treated as foreign service of the second kind, so long as the funds of the estate are under the control of the Court of Wards.

G.I. No. 2887-P., Finl., 24-4-1907.

2. Government officials subordinate to Administrators, Managers, Superintendents, etc., lent to Native States under the management of Government should be treated as in foreign service of the first kind when they are appointed in such States, not for any purpose connected with control by Government, but merely by the Government as acting for the time in lieu of the Native Ruler and making appointments which the Native Ruler, if he were in possession, would himself make.

Contribution required.

[C.S.R.—768 (c)]

Inferior Servants.

A.-G.'s letter No. I.A.E., 341-C., 12-7-1895.

1. The contribution leviable in the case of inferior servants lent to foreign service of the second kind is one-sixteenth of the net salary.

[C.S.R.—770]

G.I. No. 5109, C.S.R., Fin., 29-9-1910, and G.O. No. 471, Pol., 6-10-1910.

1. Officers transferred on foreign service to the Travancore State are exempt from the provisions of this article regarding payment of pensionary contribution and the special procedure laid down in the note to that article is extended to Travancore.

SECTION III.—RULES FOR PAYMENT OF CONTRIBUTION.

Foreign Service out of India.

[C.S.R.—771]

Procedure on Order of Transfer.

A.-G.'s Cir. No. X, Pen.-Dept., 23-4-1891.

1. In the case of an officer transferred to foreign service of the first kind, if the salary of his new appointment is not payable from the British Government Treasury upon a bill, subject to the audit of

the Civil Accountant-General, he should, with reference to article 770, remit the contribution due with interest, if any, to the nearest British Government Treasury with a chalan or a letter explaining the fact of the payment of contribution and of the period to which it relates, and should forward the Treasury receipt to the Accountant-General as soon as he receives it. [*See* also under Article 776, paragraph 3.]

[C.S.R.—772 (b)]

1. With a view to accelerate the disposal of business and to relieve Political officers of work of a routine nature, the Accountant-General may correspond direct with the Diwan of the Native States under the Political control of Government on routine matters detailed below relating to officers on foreign service in the Native States concerned :— G.O. No. 525, Pol., 7-9-1912.

(i) Inquiries regarding particulars of service.

(ii) Communications of the rate of contribution to be paid by the foreign employer.

(iii) Demands for arrears of contribution with penal interest.

(iv) Information and reports regarding leave and leave allowances.

(v) Information regarding last pay certificates and charge reports.

(vi) Demand for the share of leave allowance payable by the foreign employer.

(vii) Arrangements for the payment of the British share of leave allowance when the allowance is paid in full by the foreign employer.

[C.S.R.—772 (c)]

1. Every officer transferred to foreign service out of India shall be supplied by the authority by whom the transfer is sanctioned with a copy of the printed memorandum of information issued for the guidance of officers so transferred. G.I. No. 1669-P., Finl., 24-3-1903, commd. in G.O. No. 297, Finl., 17-4-1903.

NOTE.—The memorandum of information is printed in G.O. No. 297, Financial, dated 17th April 1903.

[C.S.R.—773]

1. Reports under Article 773, Civil Service Regulations, of any leave taken by an officer while on foreign service should be dealt with by the Accountant-General of the Government with which the Native State is in political relation under Article 772. C.-G.'s letter No. F. 11, 12-9-1904.

[C.S.R.—774]

1. The note under Article 774 (*b*) applies to an officer proceeding on privilege leave even when some time has elapsed since he left foreign service. The contribution is payable only on the share of the leave allowances which is chargeable to the foreign employer. G.I. No. 948-G., For., 11-6-1894, and No. 3058-H., 18-6-1894.

[C.S.R.—774 (b) (ii)]

1. In the case of foreign employers outside India the rule should in fairness be that the foreign employer pays from the date on which the officer gives up work under the Government of India till the date G.I. No. 82, E.B., For., 9-1-1900.

on which he resumes such work. This principle should be adhered to in future in realizing pay, travelling allowance and contribution towards pension and leave allowances.

Remittance required.

[C.S.R.—776 & 802.]

Acceptance of Contributions in Arrear.

G.I., Fin. and Com., No. 1282-P., 20-3-1899.

1. It occasionally happens, especially in the cases of officers on low pay, that an officer is transferred from pensionable service to foreign service or service under a Local Fund, and the necessity for the payment of contribution is overlooked. Many years afterwards, when he is about to retire, it is found that his claims to pension have been forfeited by an omission of which both he and his superiors were unaware, and the Government are asked to accept arrear contributions on his behalf. It is at the same time represented, and correctly, that the case is one of considerable hardship, as the officer may have been transferred as a matter of routine posting, with no increase of pay or other advantage to himself. Again, officers of Government sometimes accept transfer to foreign service on a considerably enhanced salary and pay no contributions. The presumption is that they understood at the time that their service under the foreign employer would not count for pension, but accepted the position in view of the immediate increase of salary. At the end of their service, however, they ask to be permitted to revive their title to pension by the payment of contributions in arrear, or the offer to make such payment is made by the municipality or other body employing them, with the object of rewarding a long period of satisfactory service by the grant of pension.

2. In almost all such cases the Government of India find themselves compelled to refuse the concession asked for. Pension contributions are paid on principles of insurance and would, at the present rates, be quite insufficient to cover the cost of the pensions ultimately payable if they were not levied till it became certain in each case that a pension would actually fall to be paid—just as no insurance company would agree to a life policy being taken out after the subject of it had actually died. The Government in fact guarantee the payment of an annuity commencing from a certain age, and, subject to such conditions as continued service and good conduct, up to a certain age. It is a necessary condition of the acceptance by the Government of this liability that the monthly payments necessary to secure the annuity should be regularly made while the various risks involved, such as that of premature death, are still wholly contingent. Nor can the Government accept the view that the grant of pension in such a case is sufficiently justified by the fact of long and efficient service. It is an extremely rare proceeding to declare, as a reward of good service, that an officer's non-pensionable service should count for pension, and it does not seem advisable to permit that to be done in the case of foreign service and service under Local Boards which is practically inadmissible in the service of Government.

3. It is important, therefore, that the exact terms on which an officer is transferred should be considered and explained to him at the

time the transfer is made. If it is intended that the right to count service for pension should continue, the payment of contributions should commence forthwith, and the officer should be warned that, if contributions are not paid at the time, arrear payments cannot subsequently be accepted except to the limited extent allowed under Article 776. The latter article, it may be noted, applies only to the cases of foreign service of the first and second kinds.

SECTION IV.—GENERAL CONDITIONS OF SERVICE

As to Leave and Pension.

[C.S.R.—779]

1. When an officer is exempted under Article 761 (*a*), Civil Service Regulations, from the payment of the usual contribution, Government will bear the whole cost of his leave (long and short) and the pension charges. G.I. No. 3076, F.D., 11-6-1888.

2. In the case of officers exempted from contributions under Article 763, Civil Service Regulations, the leave allowances are wholly chargeable to Government. G.I. No. 191, C.S.R., F.D., 18-6-1912.

[C.S.R.—779 & 780]

1. The privilege leave allowances of an officer transferred to foreign service, should be debited to the Foreign Body and the British Government according to rule of proportions: and in making the calculation account should be taken of the 33 months immediately preceding the leave, irrespective of the fact that the officer had privilege leave at his credit prior to the transfer and the service subsequent to the transfer does not really count for privilege leave on account of three months of such leave being already at credit. G.I. F.D. No. 1941-P., 6-5-1895.

2. In the case of an officer on foreign service who takes privilege leave, contributions are to be recovered from the foreign employer only for that portion of the privilege leave earned by foreign service. G.I. No. 121-P., F.D., 10-1-1910, G.I. No. 2570, F.D., 21-5-1910.

[C.S.R.—779 (*a*)]

1. The method of determining, the share of the privilege leave allowances payable by Government in the case of an officer in foreign service, whose absentee allowances are calculated according to the rule of proportions, is as follows:—In calculating the aggregate salary for the period of foreign service the officer's assumed pay under Article 754 (*a*) should be taken into account and not his actual pay: and the share of the privilege leave allowances chargeable to Government should also be calculated on the officer's "Assumed pay." The balance of the officer's leave allowances, that is, the amount necessary to make up the actual net salary received by him should be borne by the foreign employer with whom, under the rules, it rests to grant the leave. G.I. No. 996-P, Finl., 23-2-1894.

2. The term "absentee allowances" referred to in Article 779 (*a*) of the Civil Service Regulations includes all kinds of leave allowances except privilege leave allowances; it thus includes "Examination leave allowances." G.I. No. 2083, F.D., 31-3-1911.

3. When a member of the Indian Civil Service employed in foreign service proceeds on examination leave, he should draw, during such leave, the amount which would be admissible if his salary were actually payable at the assumed rate *plus* one-twenty fourth thereof under note 1 to Article 779, Civil Service Regulations, the whole amount being borne by the British Government.

4. Since examination leave allowances are payable by Government the leave and pension contributions are not recoverable for the period of examination leave.

[C.S.R.—779 (*b*)]

G.I. No. 704-P., F.D , 4-2-1908.

1. It is not intended, in the case of an officer in foreign service of the first kind who contributes at the rate of $\frac{1}{8}$ of assumed pay for pension only, that contribution should be recovered on the share of the absentee allowance payable by a foreign body for the period of leave with allowances which qualifies for pension under Article 408 of the Civil Service Regulations.

[C.S.R.—780]

Estate under Court of Wards.

Procs. of the Court of Wards, No. 5, Press, 12-3-1896.

1. When an estate under the Court of Wards is handed over to its proprietor, a sum sufficient to cover the privilege leave allowances together with the pensionary contribution of all Government servants lent to it for such period of privilege leave as may then have been earned by them in the estate service should be reserved and when all liability on this account has ceased, the balance remaining at credit may be restored to the proprietor.

Lien on Government Appointment.

[C.S.R.—786]

G.I. No. 4994-P., F.D., 14-8-1907. G.I. No. 1103-P., F.D., 4-3-1910. G.O. No. 271, Pub., 4-4-1910.

1. An officer who takes leave from foreign service must be held, for purposes of pay and promotion, not to revert to British service unless and until he actually rejoins his appointment in British service.

Para. 5 of S. of S.'s Desp. No. 69, Finl., 30-6-1911, commd. with G.I. No. 4573, C.S.R., F.D., 24-7-1911.

Explanation.—In the case of an officer, however, who was on foreign service in Ceylon and who obtained leave from the Indian Government on the termination of his foreign service and before reversion to British service, the Secretary of State ruled that inasmuch as the leave was granted not by the Colonial Government but by the Indian authorities, he should be regarded as having reverted to the Indian establishment from the day following that on which his employment in Ceylon ceased.

From this it seems that the Government of India orders of 14th August 1907 and 4th March 1910, should be modified as follows :—

A.-G.'s order, 5-9-1911.

"unless and until he actually rejoins his appointment in British service or in the case of foreign service out of India he is granted leave at the termination of his period of foreign service by the Indian authorities and not by the foreign employer."

G.I. No. 6380-P., F.D., 12-10-1907. G.O. No. 576, Finl., 18-11-1907.

NOTE.—The effect of this order is that when an officer proceeds on leave while on foreign service the appointments made in consequence in such service will be officiating, not sub. *pro tem.*, appointments.

[C.S.R.—786 to 788]

Page 141.—*Delete* paragraphs 1 to 3.

[IV, 8-2-19]

[C.S.R.—786 to 788]

1. Inasmuch as leave is intended as a period of recreation and rest and is granted to an officer for the purpose of recruiting his health, it follows that taking up employment during leave is not permissible save in exceptional circumstances and with special sanction. G.I. No. 5471-C.S.R., F.D., 6-9-1911. G.O. No. 491, Finl., 29-9-1911.

2. A Gazetted officer who is in receipt of furlough or leave allowances must obtain, if he is resident out of India, the previous sanction of the Secretary of State, or if resident in India, that of the Local Government or (if he is serving under the Government of India) of the Government of India, before taking service under an employer other than Government or accepting any employment, not being under Government which involves the receipt of a fee or honorarium. In the case, however, of a non-gazetted officer resident in India the special permission of the officer empowered to appoint him may be accepted as sufficient authority.

NOTE.—This condition is not to be held to apply to the receipt of fees for literary work, or for service as an examiner, or to similar employment.

3. The orders contained in the preceding paragraphs refer to the acceptance of employment of any description whatever not being employment of the kind for which the Foreign Service Rules in Part VII of the Civil Service Regulations provide. An officer in receipt of leave allowances cannot take up an appointment which is such as should, for public reasons and not merely in his own interests, be filled by a servant of Government, unless he has been transferred thereto in the regular way by the authority empowered to authorize his transfer under the rules regulating transfers to foreign service. An officer who has been so transferred ceases, from the date on which he takes up the appointment, to be on leave and is no longer entitled to draw leave allowances from Government. He becomes an officer in active service drawing from his employer pay fixed in accordance with rule.

[C.S.R.—787]

1. It is left to Local Governments to decide whether the foreign service of an officer holding a progressive appointment in British service should count towards increment. G.I. No. 488-18-2, Rev. and Agri., 15-3-1910. commd. with G.I. No. 1558-P., F.D., 23-3-1910.

2. Veterinary Assistants borne on the strength of the Veterinary department in the Madras Presidency and in foreign service under local bodies, Native States or otherwise, are in the absence of special orders to the contrary allowed to count their service under the foreign employer towards increment in any progressive appointment they may hold in British service. G.I. No. 488-18-2, Rev. and Agri., 15-3-1910. Finl. Endt. No. 1899-1, 5-5-1900, commg. G.O. No. 1255, Rev., 15-4-1910.

[C.S.R.—790]

1. For the grant of combined leave to officers whose services were placed at the disposal of the Government of India for transfer to Native States, the sanction of the Local Government under which he was serving before transfer is sufficient. G.I. No. 2083, F.D., 31-3-1911.

Chapter XLI.—Foreign Service of the third kind.

[C.S.R.—795]

Transit Pay and Foreign Service.

G.I., No. 5290 P.C., F.D., 26-10-1905.

1. In the case of an officer transferred from Government service to foreign service of the third kind or vice versa the principle which should be followed in determining the incidence of transit pay is that contained in Article 774 (*a*) and (*b*) (i) of the Civil Service Regulations.

G.I. No. 1381-P., F.D., 17-3-1900.

2. Recoveries of pensionary contribution referred to in clause (2), Article 795, Civil Service Regulations, should not be effected in the case of temporary establishment in foreign service of the third kind, the members of which have not been transferred from Government service. In cases in which temporary service eventually becomes permanent under Article 370, Civil Service Regulations, the pensionary contribution should be recovered in arrear under proper authority.

C.-G. No. 2495, 21-10-1908.

3. The wards' establishment in a Collector's office should be treated as foreign service of the third kind.

Page 143.—*Insert* the following as paragraphs 5 and 6 under

[C S.R.—762 and 763]

5. (1) The Government of India (Finance Department) have delegated to Local Governments the power (*a*) to sanction the transfer of an officer to foreign service with retrospective effect when, through oversight or misapprehension, the necessity of transferring him to such service was not realized at the proper time; (*b*) to remit the interest chargeable under article 776 of the Civil Service Regulations on leave and pension contributions paid in arrears by officers in foreign service up to a limit of Rs. 10 in each case.

G.I. No. 721-C.S.R., dated 6-8-1918, and G.O. No. 732, Finl., 31-8-1918. Pen. C. Mis. 8-2 of 1918-19.

(2) The remission of the interest, which is not levied as a penalty but in order to cover the additional interest which delay in payment has imposed on Government, requires the orders of the Government of India, if the limit laid down in clause (*b*) above is exceeded, and no remission should be allowed save in really exceptional circumstances.

(3) A Local Government cannot sanction with retrospective effect a transfer it could not have sanctioned in the first instance. The principles laid down in paragraphs 4 and 5 of Resolution in the Finance and Commerce Department No. 1282-P., dated 30th March 1899, should be observed.

6. The Superintendent, Civil Veterinary Department, is empowered to transfer Veterinary Assistants to foreign service within the Province, except to service under Native States, and to sanction all subsequent transfers of Veterinary Assistants to an appointment under a private land-holder or a private society, provided that the first transfer of an assistant to such an appointment for the first time has been sanctioned by Government.

G.O. Mis. No. 1854, Rev., 13-5-1918, and Pen. C. Mis. 8-1 of 1918-19.

PART VII.—FOREIGN SERVICE, REGULAR ESTABLISHMENTS THE COST OF WHICH IS RECOVERED BY GOVERNMENT: SERVICE UNDER LOCAL FUNDS.

Chapter XXXIX.—Foreign Service (New Rules applicable to officers transferred after 1st August 1913).

Definition.

[C.S.R.—750]

The service of Government officers, while paid from the Indian Research fund, shall be regarded as Foreign service of the first kind; but until a regular trust is constituted for the administration of the fund, no contributions on account of leave allowances and pension shall be levied in respect of such service. G.I. No. 151, Dept. of Edn. (Sany.), 18-3-1916, embodied in G.O. No. 631, Pub., 1-4-1916.

NOTE.—These orders will apply with retrospective effect to all the Government officers lent to the Indian Research Fund Association.

Sanction to transfer to and pay in Foreign Service.

[C.S.R.—762 and 763]

The Board of Revenue in all departments is empowered to sanction transfers of non-gazetted subordinates to Native States and to temporary appointments in India (i.e., appointments not lasting more than six months) outside the province. G.O. No. 115, Finl., 16-2-1914 (Pen. C. Mis. 3-3 of 1913-14.)

The Board is also empowered to sanction all subsequent transfers of non-gazetted subordinates to an appointment under a private landholder or a private society, provided the first transfer of a Government officer to such an appointment for the first time has been sanctioned by Government with reference to the note to Article 762 of the new foreign service rules.

The Director of Agriculture is empowered to sanction all subsequent transfers of non-gazetted subordinates to an appointment under a private landholder or a private body, provided that the first transfer of a Government officer to such an appointment for the first time has been sanctioned by Government. G.O. No. 298, Finl., 16-5-1917 (T.M. 1-17 of 1916-17.)

Collectors are empowered to transfer to foreign service within the Province, but not to service under a Native State, such of their subordinates as they can, without reference to higher authority, appoint or transfer in the ordinary course of administration. G.O. No. 239, Finl., 6-4-1915 (Pen. C. Mis. 3/6 of 1913-14-15).

Remission of or exemption from contribution.

[C.S.R.—772]

G.I. No. 226, C.S.R., F.D., 10-3-1916.

1. Government servants borne on the establishment employed in hospitals and hospital ships with an expeditionary force out of India are exempted from the payment of the pensionary contribution though they are paid by private subscription and are thus on foreign service of the first kind.

Chapter XLI.—Regular Establishments the cost of which is recovered by Government.

[C.S.R.—783]

Note.—For the purpose of calculating the contribution of an officer on progressive pay, the expression "sanctioned rates of pay" should be taken to mean the average pay of the appointments calculated according to Article 150 of the Civil Service Regulations and not the pay actually drawn by him from time to time. C.-G.'s letter No. 556-A. & A./227-15, 2-6-1915.

Chapter XLII.—Service under Local Funds.

SECTION I.—PENSIONS.

Pensions charged to Local Funds.

[C.S.R.—796]

Pensions or Annuities in the case of District Board Employees.

G.I., H.D., No. 34, 21-12-1906, received with H.D. No. 7, 28-5-1907.

1. There is no objection to a District Board making provision whether in the shape of pensions or annuities for classes of employees in regard to whom, if they were serving under Government the Local Government would be prepared to recommend that their service should be treated as qualifying. But if their service is essentially of an inferior nature the form and amount of the provision to be made should be determined according to the rules governing the cases of inferior servants.

[C.S.R.—799]

G.I. No. 3267-P., F.D., 29-6-1909. M.G. No. 333, Pen., 7-7-1909.

1. In the case of menial servants in the pensionable service of the Cochin and Travancore Darbars who are taken on as members of the pensionable Residency menial establishment paid from British Funds their pensionable service rendered under the Darbar may be combined with the pensionable service rendered under the Government of India, and the pension or gratuity for which they would ultimately qualify should be shared between the British Government and the Darbar according to the rule of proportions.

G.I. letter No. 1676-127-2, 15-2-1905, Dept. of Rev. and Agri. (Pen. E.-11 of 1915-16.)

2. If, in the case of pensions ordinarily debitable according to the *Rule of Proportions* as between Imperial Revenues and Mysore State Revenues, the share of pension payable from one source is very small, entire pension may conveniently be borne by the other source under the principle in Article 799, Civil Service Regulations, as the inconvenience otherwise involved is incommensurate with the economy effected.

[C.S.R.—800]

Rules regulating the Grant of Pensions to Servants of Municipal Councils.

G.O. No. 1874 L., L. & M., 7-8-1891.

1. All the members of the pensionable establishment of a Government school employed in such school at the time of its transfer to Municipal Councils will be held to be still rendering service qualifying for pension from Government under Article 804.

2. Other servants of Municipal Councils are not, in any case, entitled to pension as a matter of right, but the Government will be

prepared to consider, on their merits, applications from Municipal Councils for gratuities, on retirement, in individual cases of long and good service. Provided that the amount of such gratuities shall, in no case, exceed the sum to which, under the Civil Service Regulations or such other rules as may be, for the time being in force, the recipient would have been entitled, if his service had been service under Government.

3. The rule in clause (i), Article 817, by which the service of medical officers of Government lent to charitable dispensaries or hospitals in British India counts as if it were Government service, applies to service in all dispensaries or hospitals maintained from Municipal Funds.

4. All servants of Government other than those referred to in rule 1 above, transferred from qualifying service to service under a Municipal Council, are entitled to claim payment by such Municipal Council of the usual contribution to Government in order to maintain their claim to pension eventually from State Funds.

5. No scheme for the establishment of any Pension or Provident Fund under section 43 (vii) of the District Municipalities Act shall be adopted by any Municipal Council without the previous sanction of Government.

6. Service in the clerical and menial establishments of the University of Madras is pensionable from the University Fee Fund; but the Government is not responsible for the sanction or continuance of such pensions.

G.O. No. 52, Edl., 1-2-1901.
G.O. No. 240, Edl., 6-5-1910.

Pensions to Employees of the Cantonment Funds at Secunderabad.

7. The power conferred under section 29 (1) (*d*) of the Secunderabad Cantonment Code, 1903, as amended by the notification of the Government of India in the Foreign Department, No. 4690-I.B., dated 9th October 1903, permitting the grant of pensions to employees of the Cantonment Funds at Secunderabad with Bolarum or Aurungabad should not be exercised in the case of future employees engaged after the date of this letter (viz., 4th November 1905) and their service will not qualify for pension.

G.I., For. Dept., No. 4633-I.B., 4-11-1905.

8. The provisions of Article 800, Civil Service Regulations, apply to the employees of the Civil Hospital, Secunderabad, who are paid from the Civil Hospital Fund.

Letter No. 973-A, 9-2-1914, from the Resident, Hyderabad, bearing Endt. No. T.M. 162, 8-5-1914, of the C.I.T., Calcutta. (Pen. Mis. 3-3 of 1914-15.)

[C.S.R.—801]

1. Service in establishments paid from the Madras Coast-lights Fund qualifies for pension from the 1st April 1904 and service in establishments paid from the Pilotage, Landing, Shipping Fees and Pier Funds, from the 1st April 1905.

G.I. letter No. 4433-P., 7-8-1905, Fin. Dept., forwarding a copy of G.I. letter No. 3934-1-2, 31-7-1905, Dept. of Commerce and Industry.

C.-G.'s No. 515 AAA/7-16, 31-5-1916. (Pen. Mis. 3-3 of 1916-17.)

2. Rule 1 under Article 801 is not applicable in the case of a Municipal employee for part of whose service contribution was paid under Article 802, Civil Service Regulations, and a pension cannot therefore be sanctioned which is chargeable to Government and the Municipality according to the *Rule of Proportions.*

G.I. No. 2753-P., F.D., 6-6-1900.

3. The Rule of Proportion is applied only in cases where officers are transferred in the interests of the service from Government employment to service under Excluded Local Funds and *vice versa*; where an officer is not transferred but resigns the one service to take up the other, the Rule of Proportion should not be applied, but separate pension given for the different services.

Pensions from the General Revenues.

[See also under Article 776.]

Progressive Appointments.

[C.S.R.—802]

A.G.'s Order, 5-11-1896. C.G.'s letter No. 556-A. & A./227-15, 2-6-1915.

1. In calculating contribution for pension under this article in the case of a progressive appointment, the value of the appointment as fixed under Article 150 should be taken into account.

A Local Fund cannot contribute for Individual Employees.

G.I. No. 1282-P., Fin. & Com., 20-3-1899.

2. There is no authority for receiving pensionary contributions, arrear or otherwise, from a local body for individual employees selected from among its establishment. The rule in Article 802 authorizes the Local Government to permit the Administrators of a Local Fund to contribute for pensions from the General Revenues, for the whole of its permanent employees or for any specified classes of them. It is intended that the contributions should be calculated upon the total of the sanctioned salaries of the appointments in respect of which they are paid, without reference to the question whether the particular individuals who at any time hold the appointments are rendering qualifying service or not. The effect of a transfer to service under a Local Fund in the case of any particular individual is, therefore, that his service under the Local Fund will qualify for a pension from General Revenues if the appointment to which he is transferred is one of a class for which contributions are paid, whether his previous service under Government was qualifying or not; but it will not qualify if the appointment does not belong to such a class.

C.-G.'s letter to Acctt.-Genl., Punjab, No. 2495, 1-2-1906, commd. with Dy. C.-G.'s Endt. No. 2496 of the same date.

3. For the purposes of Article 802 of the Civil Service Regulations, audit by the Examiner of Local Fund Accounts may be regarded as audit by the Accountant-General.

4. The reporting on applications for pension should, however, be undertaken by the Accountant-General's office and the annual establishment returns should, therefore, be recorded in that office.

5. As the check prescribed by Article 808 (*a*) of the Civil Account Code cannot be completely applied at the annual returns by the Accountant-General's office for want of the necessary records, the returns should be checked locally by the Examiner.

[C.S.R.—806]

1. When a Government officer is compulsorily transferred to an appointment paid by a Local Fund, and is subsequently dismissed therefrom, he has no claim to a pension or gratuity; but if the Local Government consider that he is deserving of a compassionate allowance, it may award a pension not exceeding that which could have been granted as a compensation pension on the termination of the officer's service under Government. G.I. No. 8190-P., F.D., 19-2-1896.

[C.S.R.—807]

Payment of Pensions of Local Fund Employees from Treasuries.

1. Payment of pensions on behalf of Local Fund employees may be arranged from Government Treasuries after credit by the local bodies concerned of the value into the Treasury. The payment of such pensions will commence from the date on which the value of the pension is credited into the Treasury any arrear due being payable direct from the local body concerned at its option. G.I. No. 5828-P., F.D., 18-10-1905.

SECTION II.—LEAVE, ACTING AND TRAVELLING ALLOWANCE.

[C.S.R.—811]

1. The Government of Madras have, under section 113 (vii) of the Madras District Municipalities Act IV of 1884, prescribed the following rules which govern the leave, acting and travelling allowance of municipal employees:— G.O. No. 1475, L. & M., 7-10-1890. A.-G.'s order, 21-2-11, on notes in L.F. 32-14 of 1910-11.

(*a*) Leave and acting allowances may be granted to municipal employees within the limits prescribed in the Civil Service Regulations or other similar rules for the time being in force as regards Government service.

(*b*) Travelling allowance shall not, without the express sanction of Government, exceed that which would be admissible under the Civil Service Regulations or other similar rules for the time being in force as regards Government service.

2. Municipal employees are not subject to the rules of the Civil Service Regulations regulating acting allowances. G.I. No. 2262-P., F.D., 15-4-1904.

[C.S.R.—812]

1. A Local Fund employee transferred to act in an appointment under Government is entitled to transit pay and travelling allowance subject to the provisions of Articles 185 and 1094. G.I. No. 1133-P., F.D., 22-2-1905. G.I. No. 6339, C.S.R., F.D., 6-12-1910.

2. The salary of an officer paid from General Revenues appointed to act in a Local Fund office pensionable under Article 802, is calculated in the same way as if his substantive office also were paid from Local Funds, i.e., the acting allowances should be regulated under the rules in Part II. A.-G.'s order, 11-6-14. (L.F. 11-60 of 1914-15.)

PART VIII.—RECORD OF SERVICE.

Chapter XLIII.—Record of Service.

SECTION II.—NON-GAZETTED OFFICERS.

Service Books and Service Rolls.

[C.S.R.--815]

Date of Commencement of Service; Periods of Transit.

1. The date of commencement of service in any appointment will be the date from which an officer draws the pay of an appointment, and the date of termination the date up to which he drew such pay. Periods occupied in transit from one appointment to another will be reckoned as service in the appointment the pay of which the officer is allowed during transit.

[C.S.R.–816]

G.O No. 1799 W., 10-9-1913. T.M. 23-14 of 1913-14.

Service books should be maintained for temporary clerks and draftsmen in the Public Works Department.

[C.S.R.–818 & 821]

Maintenance of Record.

M.G. O. No. 530-P., 14-7-1897.

1. A clerk in each office should be entrusted with the preparation and maintenance of service books, and should be held personally responsible for their correctness and completeness. He should note in each service book every change in the order of its occurrence, and after the entry has been duly verified by reference to Departmental orders, Pay bills, Leave statements, or other official documents, should have it attested by the head of the office.

G.O. No. 1141, Rev., 16-11-1903.

(*a*) The service registers of Tahsildars, Deputy Tahsildars and Stationary Sub-Magistrates are kept in the custody of Treasury Deputy Collectors.

2. The clerk entrusted with the duty of maintaining service books should see that—

(*a*) the dates of commencement and termination of service in an appointment with the rate of pay are correctly noted;

(*b*) no certificates of character are entered in column 13 (Article 820);

(*c*) the surname or house name of the officer is correctly given;

(*d*) suspensions, degradations, dismissal or removal from service on account of misconduct or inefficiency, are duly noted with a brief note of explanation (Article 820);

(*e*) cause of termination of service, whether by promotion, transfer, degradation, etc., is duly given;

(*f*) the deputation of an officer to a temporary appointment, if any, under Article 376 is duly noted in the proper column;

(*g*) all erasures or interpolations are duly initialled by the head of the office; and

(*h*) the necessary signatures of the several officers are obtained in the proper columns.

3. When an officer is transferred, whether permanently or temporarily, from one office to another, the necessary entry of the nature and reason of the transfer, should be made in his service book in the office from which the officer is transferred, and the book, after being duly verified to date and attested by the head of that office, should be transmitted to the head of the office to which the officer has been transferred, who will thenceforward have the book maintained in his office. If he should find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or omission supplied, before the book is taken over by him.

Annual Verification.

4. The service books in each office should be taken up for verification in January of every year by the head of the office who, after satisfying himself that the services of the officer concerned are correctly recorded in his service book in conformity with the above instructions, should record therein a certificate to that effect under his signature.

5. The head of the office, in recording the annual certificate of verification, should in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (naming them) a statement in writing by the officer as well as his contemporary evidence is attached to the book.

6. In the Land Revenue Department the duty of performing the annual verification of service books, except those of inferior servants, is entrusted to the Treasury Deputy Collectors. The Divisional officers should in such cases make it convenient, either during the jamabandi, or when on tour in their taluks, to inspect the service books kept in the Tahsildar's or Deputy Tahsildar's cutcherries in their divisions and to see that they are properly maintained in accordance with these instructions and take due notice of any instance of neglect or omission. As regards the service books of inferior servants a report should be submitted annually to the Collector by each officer concerned that they have been kept posted up to date. G.O. No. 125, Pension, 5-3-1900.

7. The service book of an officer should be given over to him only when no pension is given him on resignation or discharge without fault. G.O. No. 809, Pub., 24-11-1892.

Record of Leave.

[C.S.R.—821, Note (1)]

The verification of entries made by a clerk in service books may be entrusted to his immediate departmental superior if the head of the office sees fit, but the responsibility as to their accuracy will rest with the latter officer who has to attest them.

2. Leave of all kinds (except casual) should be duly recorded in detail.

Foreign Service.

[C.S.R.—**822**.]

1. On receipt of an order sanctioning the loan of the services of an officer of Government to foreign service, his service book should be forwarded to the Accountant-General with information regarding the following points to enable him to note the transfer in the service book as required in Article 822, and to arrange for the levy of the required contribution on behalf of the officer transferred :—

(*a*) Actual sanctioned salary or assumed pay on which contribution should be realized. (As regards " Assumed pay " *see* also under Article 767.)

(*b*) Date of transfer or the date from which contribution is leviable.

PART IX.—PROCEDURE RELATING TO LEAVE.

Chapter XLIV.—Applications for and Grant of Leave.

SECTION I.—APPLICATIONS.

To whom submitted.

[C.S.R.—825]

1. Leave applications of gazetted officers should be submitted to the Accountant-General in original. Notification No. 287, 27-7-1888. *Fort St. George Gazette*, Part I, p. 640, 28-8-1888.

2. Applications for extensions of joining time and of subsidiary leave should be forwarded to Government through the Accountant-General. G.O. No. 918, Pub., 10-7-1897. G.O. No. 282, Rev., 18-5-1898.

3. Except in the case where the Board itself has power to grant leave, leave applications from Deputy Collectors and Collectors' Covenanted Civilian subordinates, should go straight from the Collector through the Accountant-General to Government. The Board should, however, be careful to keep the Government informed of all circumstances which may affect its discretion in granting leave. B.P. No. 858, Routine (L.R.), 5-4-1900.

Furlough or Special Leave.

4. Every officer applying for furlough or special leave should state in his application the date from which he proposes to take subsidiary leave and that from which he wishes his leave to commence. G.O. No. 516, Pub., 19-7-1890.

[C.S.R.—826]

1. See ruling under Article 264 regarding Doctors and Lady nurses.

[C.S.R.—826, Rule 1]

1. The rule applies to cases where an officer rejoins with the intention of *retiring* also. A.-G.'s letter No. 84, Bangalore, 12-8-1899 (Bang. file).

[C.S.R.—826, Rule 2]

This rule does not apply to District and Sessions Judges who combine vacation with other leave as their vacations do not take the place of privilege leave but are treated as gazetted holidays. G.I. No. 249-P., Fin., 25-4-1907.

[C.S.R.–827-A]

G.O. No. 242, Pol., 5-5-1915, commd. with M.G., Finl., No. 3489-F., 9-6-1915.

1. The Travancore Durbar's rules relating to medical attendance on, and the grant of medical certificate to, its own servants have been extended to British officials on duty in Travancore, and the Durbar's servants on duty in this Presidency are entitled to the same Medical facilities from the British Medical Department as are granted to officers of corresponding rank under this Government.

[C.S.R.–833]

See also under Article 49.]

G.O. No. 1593, Pub., 9-11-1915

1. With reference to the last sentence of this article, the Government of Madras have ruled that, on or after the publication of the Medical Register prescribed in section 11 of the Madras Medical Registration Act IV of 1914, the head of an office may, at his discretion, accept medical certificates granted by a registered practitioner, as defined in section 3 of the Act.

G.O. No. 989 Pub., 22-5-1916.

2. With reference to the last sentence of this article, the Government of Madras have ruled that medical certificates granted by registered practitioners as defined in section 3 of the Madras Medical Registration Act, 1914, shall, in the absence of special circumstances, be accepted without countersignature. In doubtful and special cases, however, the head of an office may require either that the certificate shall be countersigned by the Presidency Surgeon or the Chief Medical Officer of the district as the case may be, or that the applicant shall produce a second medical certificate from another registered practitioner. Government have also directed that no medical certificate signed by a practitioner who is not registered shall be accepted by any Government officer for any purpose whatsoever.

SECTION II.—GRANT OF LEAVE.

Gazetted Officers.

[C.S.R.–841 (A)]

G.I. Cir. No. 14, 23-5-1908, commd. with G.I. No. 4101-P., F.D., 14-8-1909.

1. The Local Government is empowered to grant leave not exceeding six months, direct to officers of the Civil Veterinary Department serving under their orders, provided that local arrangements can be made for the discharge of the duties of the officer proceeding on leave. The Inspector-General, Civil Veterinary Department, need not be consulted before the leave is granted.

G.I. Cir. No. 27—57-1913, Rev. and Agrl. Dept. (C.V.A.), 3-10-1913, commd. with G.I., F.D. No. 1029-C.S.R., 20-10-1913. G.A. 42-6 of 1913-14.

2. The Local Government is empowered to fill temporary vacancies in the Imperial Civil Veterinary Service without reference to the Government of India.

Non-Gazetted Officers.

[C.S.R.–841 (B)]

G.I. No. 2705, Pub., 31-5-1894.

1. Heads of Districts may grant privilege leave to all non-gazetted officers under their control, whether the appointment of the latter rests with Government or the Board of Revenue.

Page 155.—*Insert* the following as paragraph 8 under

[C.S.R.—841 (B)]

8. The Electrical Inspector and Electrical Engineer is empowered to appoint, grant leave to, dismiss or otherwise punish non-gazetted subordinates under his control except Upper Subordinates. He may, however, grant privilege leave to Upper Subordinates. G.O. No. 1334 W., 11-11-1918, commd. in Finl. Endt. No. 10306-I, 27-11-1918.

[IV, 8-2-19]

Page 155, *paragraph* (3) *under C.S.R.* 841(*B*).—*For* the words "less than Rs. 25" occurring in this paragraph twice *read* "Rs. 25 and less" and *for* the words "of Rs. 25 and above" *read* "above Rs. 25". G.O. No. 2559, Home (Judl.), 18-11-1918.

[IV, 8-2-19]

Pages 155 *to* 157, *Article* 841 (*c*).—*Delete* clause (*a*) under paragraph 1 and the words "the Inspector-General of Police or" from the note under clause (*b*), *renumber* clauses (*b*) and (*c*) as (*a*) and (*b*) and *insert* the following as paragraph 14 :—

G.O. No. 317, Finl., 29-3-1920. 14. Government have sanctioned the following delegation of powers to the Inspector-General of Police :—

Nature of power delegated.	*Conditions, if any, of the delegation.*
(1) To grant privilege leave up to six weeks to any gazetted officer of the Police Department.	The Inspector-General should submit a report of the action taken by him in each case in the exercise of the power delegated. Action taken should be immediately reported to Government for ratification.
(2) To place an Assistant or Deputy Superintendent of Police in charge of a district with a charge allowance.	Do. do.
(3) To appoint Police Inspectors to act as Deputy Superintendents of Police in urgent cases.	

[XVII, 9-4-20]

2. The Inspector-General of Registration can dispose of applications for all kinds of leave of absence of Sub-Registrars. G.O. No. 2540, Judl., 23-10-1894

3. District Registrars are authorized to appoint or dismiss clerks on pay of less than Rs. 25 per mensem, to suspend clerks for not more than three months and to grant leave to clerks on pay of less than Rs. 25 and to grant leave for not more than six months to clerks drawing a pay of Rs. 25 and above. G.O. No. 1866, Judl., 12-9-1913.

4. Superintendents of Police have been empowered to grant leave to first-grade Head Constables. G.O. No. 1920, Judl., 8-12-1898.

5. The Superintendent, Civil Veterinary Department, can grant leave to Stock Inspectors for a period not exceeding one month. Leave for longer periods requires the sanction of the Director of Agriculture. B.P. No. 50, Rev. Sett., 9-2-1899.

6. The Director, Government Cinchona Plantations, is empowered to grant leave to Superintendents of the Government Cinchona Plantations in cases where arrangements can be made for carrying on the absentees' duties without the employment of substitutes. G.O. No. 107, Rev. 14-2-1901.

7. Agency Munsifs in the districts of Ganjām, Vizagapatam and Gōdāvari are empowered to appoint, grant leave to, fine, suspend, reduce or remove all inferior servants on their establishments subject to appeal to the Assistant Agent. G.O. No. 2262, Home (Judl.), 16-9-1916.

[C.S.R.—841 (c)]

1. The following heads of departments will, with reference to the provisions of article 841 (c) of the Civil Service Regulations, be empowered to grant privilege leave for periods not exceeding one month to the gazetted officers mentioned against them, provided that the grant of such leave does not involve the appointment of a substitute or additional expense and that the grant is reported immediately to Government in the administrative department concerned :— G.O. No. 262, Finl., 30-4-1907. G.O. No. 410, Finl., 2-8-1907.

(a) Inspector-General of Police—All subordinate gazetted officers.

(b) Director of Public Instruction—Officers of the Provincial Educational Service.

NOTE.—The proviso that the grant of leave does not involve the appointment of a substitute or additional expense will not apply to officers of the provincial and subordinate services under the Inspector-General of Police or the Director of Public Instruction. G.O. No. 174, Finl., 28-4-1909.

(c) Presidency Port Officer—Additional Port officers.

2. All leave to Assistant Surgeons may be granted at the discretion of the Head of the Civil Medical Department and notified by him in Part II of the *Fort St. George Gazette.* G.O. No. 1330, Pub., 18-12-1896. G.O. No. 393, Pub., 8-5-1908.

3. The Inspector-General of Registration can dispose of all applications for privilege leave from District Registrars subject to the conditions specified in Article 841. G.O. No. 2540, Judl., 23-10-1894. I.-G.'s No. G. 2250, 21-2-1907.

4. The Board of Revenue is empowered to grant privilege leave to all gazetted officers subordinate to it for periods not exceeding one month irrespective of whether additional expense is incurred, provided that arrangements can be made within the district for the work of the officer granted leave. The grant of leave under this delegation G.O. No. 682, Finl., 9-10-1905.

should be reported to Government in the administrative department concerned.

G.O. No. 2798, Rev., 16-11-1907.

5. Deputy Commissioners of the Salt, Abkāri and Customs Department are empowered to grant leave up to one month to Inspectors and Assistant Inspectors when the necessary arrangements for carrying on the absentees' duties during the leave can be made, without reference to the Board of Revenue.

G.O. No. 1773 W 21-12-1911.

6. The Sanitary Engineer to Government is authorized to sanction privilege leave to his assistants and to the Inspectors of Steam-boilers and Prime-movers employed under him, provided that no substitute is required in the absentee's place and that no additional expense is caused thereby to the State. He will also notify such events under Public Works Department notifications in Part II of the *Fort St. George Gazette.*

P.W. Procs. No. 239 W., 29-1-1914. Spl. 1-8 of 1911-12-13-14.

7. The Principal, College of Engineering, Madras, is authorized to sanction privilege leave to the Upper Subordinates of the Public Works Department employed as Instructors and Assistant Instructors in the College, provided that no substitute is required in the absentees' place and that no additional expense is caused thereby to the State. He will also notify such events under Public Works Department Notification in Part II of the *Fort St. George Gazette.*

G.O. No. 40, Finl., 15-1-1915.

8. Inspectors of Circles and Inspector of European and Training Schools are empowered to grant leave up to three months to supervisors on inspection duty and in training schools, and to appoint substitutes during the period on Rs. 30 per mensem, the last grade Inspectors and Inspectresses are empowered to grant privilege leave up to six weeks to Sub-Assistant Inspectors subject to the condition that no additional charge is incurred.

G.O.No. 1695, Judl., 20-7-1915. Case T.M. 1-2 of 1915-16.

9. Sub-Registrars are empowered to grant leave to peons and night watchmen employed in their offices up to one month at a time and for not more than one month in a calendar year and to grant hospital leave under Article 287 of the Civil Service Regulations. They are also authorized to appoint substitutes in place of the men granted leave by them.

G.O. No. 2058, Home (Judl.), 16-8-1916.

10. District Registrars of Assurances are empowered to grant privilege leave to Sub-Registrars serving under them and to fill the resulting vacancy without reference to the Inspector-General of Registration, provided that a fully qualified probationary Sub-Registrar is appointed thereto.

11. Government have sanctioned the following delegation of powers to the Inspecting officers in the Educational Department :—

G.O. No. 676, Finl., 16-11-1916.

Nature of power delegated	*Officers to whom delegated and the conditions, if any, of the delegation.*
Power to grant privilege leave up to six weeks to teachers and other Government servants employed under them, excluding Assistant Inspectors.	Inspectors and Inspectresses subject to the condition that no additional charge is incurred.
Power to grant leave of all kinds (except maternity leave) for a period not exceeding one month to school mistresses in Government Elementary schools on pay up to Rs. 30 per mensem.	Assistant Inspectresses and Sub-Assistant Inspectresses subject to the same condition as above.

NOTE.—Inspectors and Inspectresses have already got the power to grant leave to subordinates on Rs. 30 and less—vide G.O. No. 473, Financial, dated 30th July 1912.

Page 157, *paragraph* 13 *under C.S.R.* 841 (*C*).—*For* the word "Sub-Inspectors" occurring in line 1 *substitute* the words "Sub-Assistant Inspectresses".

[IV, 8-2-19]

12. Government sanction the delegation to the Director of Agriculture of the power to appoint and grant leave to all the members of the non-Gazetted staff in the department irrespective of pay. G.O. Press No. 985, Rev., 3-4-1917. T.M. Case 1-16 of 1916-17.

13. Assistant and Sub-Inspectors of Schools are empowered to grant leave of all kinds to the menial establishments employed in their own offices and in the Government elementary schools for girls under their control and to make acting appointments in their stead during the period of absence. G.O. No. 268, Finl., 28-4-1917.

[C.S.R.—843]

1. The Chief Justice of the High Court, Madras, has been authorized and empowered to appoint such clerks and other ministerial officers on reasonable salaries as shall be found necessary for the administration of justice, subject to any rules and restrictions which may be prescribed by the Governor in Council. Every such appointment shall be forthwith submitted to the approval of the Governor in Council. Para. 8 of Letters Patent for the High Court, Madras, G.A. 17-1 of 1915-16.

SECTION III.—CHURCH OF SCOTLAND.

[C.S.R.—854]

1. Chaplains of the Church of Scotland attached to regiments are subject to the Civil Leave Rules. G.I. No. 1112-A., Mily. Dept., 2-5-1902, commd. with G.I. No. 219-H.D., Eccl., 21-5-1902, recorded in M.G.O. No. 61, Eccl., 3-6-1902.

2. Whenever the proposals, submitted by the Presidency Senior Chaplain, when forwarding leave applications of such officers, show that arrangements to fill the vacancy cannot be made within the Presidency, the Lieutenant-General Commanding concerned should, before sanctioning the leave, ascertain from the Home Department of the Government of India or the Government of Madras or Bombay as the case may be, by direct communication, that there is no objection to the leave being granted. But when the necessary arrangements can possibly be made within the Presidency the Lieutenant-General Commanding can dispose of the application in communication with the Presidency Senior Chaplain and without any further reference.

3. When leave is granted to a Chaplain of the Church of Scotland attached to a regiment, the Chaplain's title to leave should be certified by the Controller of Military Accounts in consultation with the Civil Audit officer who maintains the Chaplain's "record of service". The last-pay certificate should be issued by the Pay Examiner who audits the Chaplain's pay. G.I. No. 1309-P., Fin., 5-3-1906.

[C.S.R.—855 (a)]

1. Applications for furlough or leave from Military Assistant Surgeons in civil employ serving under the furlough rules of 1889 need not be referred to the Military Audit officer, as the period of leave to be granted and the amount of leave allowances to be paid to Deputy Controller of Military Accounts, Bolarum, No. C. 1565, 7-6-1910.

them with reference to the rules contained in paragraph 435, Army Regulations, India, Volume I, are not regulated by length of service or previous leave taken by them.

[C.S.R.—861]

G.O. No. 421, Pub., 27-5-1910.

1. When an officer of the Indian Medical Service is granted a definite period of study leave and finds after arrival in England that his course of study falls short of the sanctioned period, his absence from India should *qua* study leave be reduced by the excess period. If the officer wishes to have the balance of the study leave converted into furlough, he should obtain the approval of the authorities in India before applying to the India Office.

2. Officers who wish to convert a part of their ordinary leave into study leave should address the India Office before the course of study is undertaken. Officers who have obtained study leave before leaving India should report to the India Office, immediately on arrival in England, the date on which they propose to commence study, and at the same time forward a copy of the programme of study sanctioned.

Chapter XLV.—Payment of Leave Allowances.

[C.S.R.—862]

1. An officer, who, having once selected the country in which he desires to draw his leave allowances out of India, subsequently changes the place of payment to India during the currency of any one period of leave, cannot, during the remainder of the leave including extensions, be permitted again to draw his leave allowances outside India. G.I. letter No. 2443-P., F.D., 4-5-1905.

2. An officer may draw his vacation allowances in England when vacation is taken in combination with leave other than privilege leave but not when it is taken with privilege leave under the provisions of Article 278, Civil Service Regulations. S. of S.'s Desp. No. 22, Finl., 8-2-1907, commd. in G.I. No. 1262-P., F.D., 7-3-1907. G.I. No. 3592-P., F.D., 8-6-1907.

3. The Accountant-General, Bombay, should not refuse payment of an officer's allowances for the broken period of a month before proceeding on privilege leave when his privilege leave allowance is paid in Bombay. But payment of subsidiary leave allowance or any other allowance earned by him before departure on long leave may be refused. C.G. No. 842, 29-7-1897, commd. with Bombay A.-G. No. G.A./1777, 19-4-1898.

[C.S.R.—864]

1. The payment to another Government officer or to any person other than a well-known Banker or Agent, of the salary and allowances of a Government officer is not permissible. C.-G.'s letter No. 1641, 8-11-1901.

If the Banker or Agent to whom a salary bill is endorsed for payment endorses it again to another Banker or Agent, the bill is virtually used as a Negotiable instrument—a practice prohibited by Government (Finance Department No. 1375-A., dated 30th March 1896). The cheque should therefore be issued in favour of the party to whose favour the drawer of the bill endorses it.

[C.S.R.—868]

1. Officers placed on special duty in England or sent from India for that purpose are allowed to receive the equivalent at 1*s.* 6*d.* the rupee of the pay due to them under the Regulations. S. of S.'s Desp. No. 193, Finl., 21-9-1893, recd. with G.I. No. 4589-P., F.D., 21-10-1893.

2. The furlough pay of Natives of India and of Europeans and Eurasians domiciled in India will, when stated in rupees, be issued in England at the privileged rate of 1*s.* 6*d.* the rupee. G.I. No. 121-A., F.D., 12-1-1894.

3. The practice of the India Office is only to convert at 1*s.* 6*d.* per rupee furlough pay or deputation pay, being less than full Indian salary, when paid from the Home Treasury and last-pay certificates should not be made out in such a way as to conflict with this practice. Para. 40 of the Mily. Desp. from S. of S. No. 47, 18-4-1913, commd. with G.I. No. 510, C.S.R., 6-6-1913.

Chapter XLVI.—Last-pay Certificates and Warrants.

SECTION I.—LAST-PAY CERTIFICATES.

[C.S.R.—874]

G.I. (Military Finance) No. 397-Accts., 3-3-1910, copy commd. in C.-G.'s No. 3987, 19-3-1910.

1. The final last-pay certificates of Military officers in temporary civil employ, who hold no substantive appointment in the Civil Department and who forfeit their lien on any temporary or officiating appointment they may be holding when they proceed on leave, shall be issued by the Military Accounts officer of the division corresponding to the civil area in which the officer may be serving at the time of proceeding on leave except in the case of officers whose pay is under the audit of the Comptroller, India Treasuries, in which case the final last-pay certificate shall be issued under the orders of the Controller of Military Accounts, Eastern Circle, in whose office the records of pension service are maintained irrespective of the locality in which the officer may be serving.

Leave in India.

[C.S.R.—878]

C.-G.'s letter No. 2014, 18-3-1889.

1. When an officer proceeding on leave from one place in India to another and desiring to draw his leave allowances at a treasury in another province obtains from his Accountant-General a last-pay certificate in Form 16, a duplicate of the last-pay certificate is not required to be forwarded to the Accountant-General of the province in which the payment is to be made. Treasury officers pay such claims on the production of the original certificate.

Leave out of India.

[C.S.R.—885]

C.-G.'s letter No. 401-Try., 22-5-1901.

1. If the original copy of a last-pay certificate, which is required to be delivered to the officer himself, cannot be prepared in time for delivery to the officer proceeding on leave out of India to enable him to take it with him, it may be forwarded to him through the India Office, as prescribed by Article 885 of the Civil Service Regulations, or to any address the officer may furnish as authorized by paragraph 3 of Appendix LL of the Civil Account Code.

Colonial Warrants.

[C.S.R.—888]

C.-G.'s letter No. 1807, 17-11-1903.

1. The Colonial Warrants should show, in the case of a subscriber to the Indian Military Service Family Pension Fund, the rate of fund deductions to which the officer is subject, the necessary information being obtained from the last-pay certificates issued by Account officers

supplemented by information obtained from the officer himself regarding any occurrence that can be foreseen during his leave that will affect his subscription.

SECTION II.—RULES FOR PREPARING LAST-PAY CERTIFICATES.

General Rules.

[C-S.R.-893–898]

1. No officer granted long leave to Europe on account of ill-health, whether the leave be technically leave on medical certificate or not, is allowed to return to duty, unless he first obtains a certificate of fitness for duty in India.

G.I. Ren. No. 2978-B., 8-7-1895; and G.O. No. 556, Fin., 20-7-1897.

2. In order that effect may be given to these orders, the fact of the leave having been granted on a medical certificate should invariably be stated in the leave and pay certificates furnished to officers proceeding on leave to Europe granted on account of ill-health whether the leave be technically leave on medical certificate or not.

3. To enable the Account officer to make the necessary entry in the leave and pay certificates, the Local Government or other authority granting leave to an officer proceeding to Europe on account of ill-health should, in each case, inform the Account officer of the reason for the grant of the leave.

4. In any cases of officers serving under covenants going on leave to Europe, who have already been admitted to the benefits of the Civil Service Regulations, without forfeiting the right given to them under their covenants to receive a certain notice of termination of their service, a note to that effect should be inserted in their last-pay certificates.

S. of S.'s Desp. No. 75, Finl., 30-6-1905, commd. with G.I. No. 4298-P., F.D., 1-8-1905. G.O. No. 538, F.D., 15-8-1907.

PART X.—PROCEDURE RELATING TO PENSIONS.

Chapter XLVII.—Applications for and Grant of Pensions.

SECTION I.—APPLICATIONS.

Non-Gazetted Officers—Preliminary Verification.

[C.S.R.—907]

G.I. No. 977-C.S.R., F.D., 17–10–1913. Pen. Mis. 3-9 of 1913–14.

The particulars of acting allowances drawn by non-gazetted officers holding substantive appointments may be omitted from the statement of claims to pension prescribed in article 907 (*a*) (2) of the Civil Service Regulations.

Land Revenue Department.

[C.S.R.—908]

M.G.O. No. 530-P., 14–7–1897.

1. Whenever an officer of the Land Revenue Department employed in an office subordinate to a Divisional officer applies for pension, or whenever it is thought desirable to retire him, the immediate head of his office should prepare a draft application for pension and forward it with the officer's service register through the Divisional officer to the Treasury Deputy Collector, who, after due scrutiny and such further inquiry as may be necessary, will return the service register to the Divisional officer certifying that all information is ready for the immediate completion of the pension application. Then and not till then may the retirement of the officer be recommended or his application for pension be accepted. In either case the Divisional officer will at once address the Collector for orders. On receipt of the Divisional officer's communication, the Collector will pass final orders as to the date from which the officer should retire or be pensioned, which order will be communicated to the Divisional officer to be given effect to and to the Treasury Deputy Collector for the preparation of the final application for pension and for its submission to the Collector for signature. This procedure will prevent delay in the submission of pension applications and guard against officers being retired who may have yet a few months to complete service entitling them to a higher rate of pension.

[C.S.R.—908 (e)]

1. In regard to periods of service which cannot be verified from office records such as pay bills, acquittance rolls, etc., an affidavit of the officer concerned and evidence of his contemporary employees should be taken as occasion arises and attached to the service book, with the opinion of the then head of office, as to whether the period in question should be admitted or not.

Non-Gazetted Officers—Formal Application.

[C.S.R.—910]

I. Before despatching an application for pension or gratuity to the Accountant-General the head of an office should satisfy himself that the application has been prepared in conformity with the instructions below :—

(1) *Affidavit* and evidence of contemporary employees should be submitted for such periods of service as are not verifiable from records.

(2) *Affidavit* and evidence of contemporary employees should state in full detail (1) whether applicant was in permanent employ, and (2) whether there were any breaks in the service or any leave granted.

(3) *Age.*—When year of birth is known and not the month and date thereof, 1st July of the year should be assumed; when the month is known and not the precise date, 16th of the month should be assumed. G.O. No. 550, Pen, 24-8-1900.

(4) *Age* as given in service book, if subsequently amended, should be supported by a Government Order approving the alteration. G.I. No. 7455-P., F.D., 24-12-1907.

(5) *Age of incapacity* to continue in service—superior 55 and inferior 60.

(6) *Alterations.*—Make in red ink and initial.

(7) *Average emoluments.*—Append a memorandum of calculation with reference to articles 486–488.

(8) *Average emoluments.*—When pension is partly debitable to Local Funds, the memorandum should take the form of history of services, entering local or provincial, as the case may be, under column "Establishment".

(9) *Character and conduct.*—State merely good, bad, fair or indifferent without remarks, which should be made only when absolutely necessary to a right understanding of the case.

(10) *Compensation pension owing to reduction of establishment.*—State why employment not found elsewhere, and what the amount of savings effected is.

(11) *Delay.*—Explain delay in submission of application beyond a month.

Note.—In every case in which an interval of more than six months occurs between the date of retirement of a subordinate and the issue of a pension order, a report shall, after the issue of the order, be submitted to Government by the Audit officer concerned with the explanation of all officers or authorities responsible for the delay. G.O. No. 581, Pen, 29-10-1909.

(12) *Gratuity.*—Inferior servants having sufficient superior service for pension are entitled to gratuity for inferior service though retired at 55 years of age.

(13) *Gratuity.*—Inferior servants are entitled to separate gratuity for superior service in addition to gratuity for inferior service.

(14) *Gratuity.*—Inferior servants adding superior service to inferior for combined pension are not entitled to gratuity for the former.

(15) *History of services.*—Give date, month and year of the various appointments, promotions and cessations. For the purpose of adding together broken periods a month is reckoned as thirty days.

(16) *History of services.*—When the applicant is acting, state his substantive appointment.

(17) *History of services.*—Acting promotions need not be shown except in the cases of officers—

(*a*) whose pay is not less than Rs. 200;

(*b*) whose pay is on a progressive scale;

(*c*) whose allowance counts for pension under clause (*h*) of article 486 of the Civil Service Regulations.

(18) *History of services.*—All periods not reckoned as service should be distinguished and reasons for their exclusion given in the remarks column.

(19) *Identification marks.*—Specify a few conspicuous marks, not less than four if possible.

(20) *Leave irregularly granted.*—State officer responsible and amount of allowances overdrawn.

G.I. No. 5665, C.S.R., F.D., 31-10-1910.

Note.—Leave erroneously granted to an officer prior to his retirement should be retrospectively commuted into such leave as was admissible under the rules at the time he proceeded on leave.

(21) *Leave to inferior servants.*—All periods of duly-sanctioned leave count.

(22) *Leave of all kinds* (save privilege and casual) to be entered in detail.

(23) *Leave to inferior servants without allowances.*—When treated as qualifying, specify in separate memorandum with particulars (1) extent to which it could have been granted with allowances; (2) how much of it actually availed of; and (3) the leave taken without allowances.

(24) *Medical certificate*, if granted after applicant has ceased to do duty, state cause of delay.

(25) *Medical certificate.*—Give reasons in case of retention in service after the grant of the certificate.

(26) *Medical certificate* should invariably accompany the application.

(27) *Medical certificate* should state particulars required under Article 487 (*b*) in respect of applicant under 55 years and the explanation of the head of the office should be given under head 5 on the third page of the application.

(28) *Medical certificate* should be granted only by Commissioned Medical officers, District Medical and Sanitary officers and Civil Surgeons, and not by a Warrant Medical officer, Civil Apothecary or Hospital Assistant.

(29) *Medical certificate.*—The certifying officer should be one belonging to the same district, otherwise explanation should be given.

(30) *Name.*—Specify in full house or country name of applicant and his father.

(31) *Name.*—When initials or name of applicant are incorrectly given in the various records consulted, mention fact in forwarding the application to avoid unnecessary references from the Accountant-General.

(32) *Resignation of service.*—The head of the office should state its cause when it involves a break of service.

(33) *Resignation of service.*—The head of the office should also state (1) whether he is in favour of condonation of such break, and (2) if he is, whether with or without a reduction of the pension or gratuity, otherwise admissible.

(34) *Retirement date.*—Service book, application and last-pay certificate should correspond.

(35) *Retirement,* if voluntary, state fact against head 5 in the third page of the application.

(36) *Retiring pension.*—An officer over 55 years of age need not necessarily be recommended for superannuation pension, if entitled to retiring or invalid pension.

(37) *Superannuation.*—If ordered by Government, quote its order, number and date against head 5 in the third page of the application.

(38) *Service.*—Cause of its termination in each appointment should be entered in service book and attested.

(39) *Service in an acting appointment.*—If counting, state (1) whether appointment was fully vacant; (2) whether another counted service during the period; and (3) how original vacancy occurred, if applicant came in a chain of arrangement.

(40) *Service in temporary appointment.*—State always whether or not the applicant retained a right to revert to substantive appointment furnishing a copy of the Departmental Order.

(41) *Service, Foreign*—should, in every case, be supported by Government Order sanctioning the transfer and a memorandum of contributions paid.

(42) *Service book.*—State reason for omission of signature of the head of the office or that of the applicant in any case.

(43) *Suspension or dismissal.*—When the order does not contain full particulars, a brief statement thereof should be appended. If the order itself is not forthcoming, summary of available evidence should be sent with the application.

(44) *Transfer* from qualifying to non-qualifying service under Government should be supported by a copy of the authority, stating whether transfer was voluntary or made under competent authority.

(45) *Verification.*—In the Column 'how verified' in the history of services, note the class of records against the entries, such as Pay bills, Acquittance rolls, etc.

Note.—If certificates of verification of the service of an applicant for pension have been recorded in the service book from year to year, the periods of such service need not again be verified from pay bills, acquittance rolls, etc., at the time of preparation of his pension application. G.O No. 613, Pension, 21-10-1912.

(46) *Verification.*—When fact of service in another office is not satisfactorily attested in the service book a duly-certified abstract from the head of that office should accompany the application.

(47) *Vernacular* entries should be accompanied by translations in English.

NOTE.—These directions will not in any way render a study of the Regulations unnecessary.

Officer unfit for further Service.

II. Where the immediate head of an office subordinate to the Divisional officer finds an officer unfit for service and his examination by a Medical officer is considered imperative, he should at once report the fact to the Divisional officer forwarding a draft application for pension or gratuity, as the case may be, along with the service register. The Divisional officer will forthwith send them to the Treasury Deputy Collector, who, after such further enquiry (if any) as may be necessary, should certify that the pension or gratuity application is ready for signature. On receipt of this certificate (but not till then) the Divisional officer will address the Medical officer requesting him to examine the officer and furnish him (the Divisional officer) with a certificate as to his fitness or otherwise for further service. A copy of his letter to the Medical officer should be sent to the Treasury Deputy Collector through the Collector. Immediately on receipt of the Medical officer's certificate, the Divisional officer will issue the necessary orders in case the officer is declared fit. In case the certificate declares him to be unfit for further service, the Divisional officer will, without delay, forward it to the Treasury Deputy Collector through the Collector who will pass orders for the immediate preparation of the final application for pension or gratuity and communicate them to the Divisional officer, so that effect may be given thereto by dispensing with the officer's services from the date of the medical certificate. The Treasury Deputy Collector will, without delay, prepare the pension or gratuity application and obtain the Collector's signature to the same. As soon as the pension or gratuity application is submitted to the Accountant-General, the Treasury Deputy Collector will inform the Divisional officer. The Divisional officer will—if in any case there appears to be undue delay in the submission of the pension application (i.e., if the Treasury Deputy Collector delays more than a month in informing him)—invite the attention of the Treasury Deputy Collector to the delay in order to avoid the chance of a pension application being mislaid.

III. The above procedure should be strictly observed, so that in future there may be no delay in the submission of pension applications to Government. The Collector should warn all Tahsildars, Deputy Tahsildars and Taluk Head Accountants that he will hold them personally responsible for neglect or disobedience in respect of these orders.

IV. The above procedure should be followed also by officers of the other departments noted in the margin. The heads of these departments should nominate some officer of their respective departments for the due performance of the duties described in the penultimate paragraph in lieu of the Treasury

Judicial.	Local Funds.
Educational.	Municipalities.
Registration.	Revenue Survey and Settlement.
Medical.	Salt, Abkāri and Customs Administration.
Police.	
Marine.	
Ecclesiastical.	

Page 166.—*Insert* the following as instruction No. 48 under

[C.S.R.—910]

G.O. 551, Pen., 27-12-1915. Pen. Mis. 3/1 of 1915-16-17.

48. *Sanction.*—Opinion of sanctioning authority should be recorded with reference to note (2) to article 918 (*b*) to facilitate prompt issue of pension payment order.

[IV, 8-2-19]

Deputy Collector, and should also define for their respective departments the term "Head of the office" as used in these rules.

Remarks on Pension Applications.

[C.S.R.—912]

1. If an applicant for pension or gratuity was dead at the time of submission of his pension application, or if he be insane and incapable of managing his affairs himself, the facts should be stated on the third page of the application.

Submission to Government.

[C.S.R.—914]

1. The rules regarding the grant of pensions to servants of Municipal Councils are embodied in G.O. No. 1874, dated 7th August 1891 (see under Article 800). In the case of officers retiring from service under the Madras Municipality, the applications for pensions and gratuities should be reported upon to the Corporation of Madras after verification of the applicant's services with his service book. The report should state what pension or gratuity those services would entitle him to under the rules of the Civil Service Regulations, notice being at the same time taken of any irregular grants of leave which may be disclosed in the service book. A copy of the orders passed on each report should be supplied to the Accountant-General by the President, and any case in which a pension or gratuity in excess of the amount certified to be admissible, is granted by the Municipal Commissioners should be brought to the notice of Government. G.O. No. 1705-A M., L. & M., 15-11-1890.

2. Officers who have retired from the service should be required to furnish information to the head of their late office regarding their place of residence, in case it should be necessary to obtain further information from them.

3. The head of an office cannot refuse to submit an application for pension or gratuity on behalf of a retired officer, even though *primâ facie* no retiring allowance is admissible to him under the rules. Government reserves to itself the right to grant or reject applications for pensions.

4. The provisions of the Civil Service Regulations shall regulate the grant of leave, leave allowances, acting allowances, pensions and gratuities in respect of officers and servants other than the officers appointed under sections 9 and 12 of Madras City Municipal Act subject to the modification that the words "The Government of Madras," "The Standing Committee," and "The President" shall be substituted for the words "The Secretary of State" or "The Government of India," "The Local Government," and "The Head of the Department" wherever they occur in the Civil Service Regulations. G.O. No. 1158 M., L. & M., 5-7-1916.

Pensions for Service in Mysore.

5. Pension applications of officers employed on establishments in the Civil and Military Station, Bangalore, should be submitted through the Accountant-General to the Resident in Mysore,

[C.S.R.—914]

Pages 167 *and* 168.—*Insert* the following as paragraph 5 (*a*) :—

Andr. Genl.'s letter No. Ac. 2426/755-21, 16-7-1921. Pen. Mis. 3-18 of 1920-21.

5 (*a*) The pension of an officer who has rendered service partly under the Government of Madras and partly under the Mysore Assigned tracts should be adjusted between the two revenues with reference to rule III (2)(*c*) of the rules for adjustment of pensions after 31st March 1921 in proportion to the length of service paid from the Madras revenues and the Assigned tracts revenues.

[XXXII—6-1-22]

Au lett Ac. 16- Mis. 21. who is authorized to sanction pension in such cases, but applications of officers of the Madras Government employed in Mysore and paying pensionary contribution to the British Government should be submitted to the Madras Government for sanction through the Accountant-General.

Articles 1652 1682 of the C Code.

6. (i) Applications for pensions of Gazetted officers in the Account Department should be submitted for sanction to the Government of India, Finance Department, through the Comptroller-General.

G.I. No. 463-F.E., F.D., 6-8-1912.

(ii) Applications for pensions of Chief Superintendents and Chief Accountants in the Indian Finance Department should be submitted to the Comptroller and Auditor-General for sanction.

C.-G.'s No. 395, 25-4-1911.

(iii) Applications for pensions for members of the Account offices including the members of the Subordinate Account Service may be dealt with by the Accountants-General or Comptrollers concerned.

SECTION II.—POWERS OF SANCTION.

[C.S.R.—918—924]

G.Os. No. 526, Pen., 16-7-1914, and No. 746, Pen., 14-11-1914. Pen. Mis. 1-1 of 1908-09-10-11-12 of 1913-14-15.

1. The following officers are authorized to grant pensions to all non-gazetted subordinates whom they have power to appoint in cases in which claims to pension are certified by the Accountant-General to be admissible under the strict letter of the Civil Service Regulations:—

(1) The Honourable the Chief Justice of the High Court in regard to the servants of the High Court.
(2) The Board of Revenue including the members who act as Inam Commissioners or President, Board of Examiners.
(3) The Right Reverend the Bishop.
(4) The Venerable the Archdeacon of Madras.
(5) The Chief Engineer, Public Works Department.
(6) The Secretaries to Government in regard to their office establishment.
(7) The Presidency Port Officer.
(8) The Director of Public Instruction.
(9) The Surgeon-General.
(10) The Inspector-General of Police.
(11) The Inspector-General of Registration.
(12) The Inspector-General of Prisons.
(13) The Accountant-General and Commissioner of Paper Currency.
(14) The Resident in Travancore and Cochin.
(15) All Collectors, District Magistrates and Government Agents.
(16) All District Judges.
(17) All Superintending Engineers.
(18) The Private Secretary to His Excellency the Governor.
(19) The Superintendent of Stamps and Stationery.
(20) The Paymaster, Carnatic Stipends.
(21) The Honourable the Advocate-General.

(22) The Chief Judge, Small Cause Court.
(23) The City Civil Judge.
(24) The Chief Presidency Magistrate.
(25) The Superintendent, Government Press.
(26) The Superintendent, Archæological Survey.
(27) The Chemical Examiner,
(28) The Senior Chaplain of the Church of Scotland.
(29) The Sanitary Commissioner.
(30) Conservator of Forests.
(31) The Director of Agriculture.
(32) The Director of Land Records.
(33) The Director of Survey.

G.O. No. 43, Pen., 5-2-1915.
Pen. C. Mis. 1-1 of 1908-09-10.

(34) The Curator, Madras Record office, in regard to his office establishment excluding the Superintendent. G.O. No. 86, Pen., 21-2-1916. Pen. Mis. 1-1 of 1908 to 1916.

(35) The Chairman, Madras Port Trust, in regard to the pensionable subordinates of his office establishment. G.O. No. 210, Pen., 2-6-1916. Pen. C. Mis. 1-1 of 1908-09 to 1916-17.

(36) The Principal, Madras Forest College, Coimbatore, in regard to his office establishment.

2. With reference to Article 470(*b*) of the Civil Service Regulations, if the authority or officer empowered in paragraph 1 supra considers that it is open to question whether the full pension admissible under the Regulations should be granted to an officer owing to his unsatisfactory character and conduct, the pension application shall be submitted to the Government for orders with a concise statement of the unfavourable circumstances appearing against that officer and a sufficient explanation thereof to enable the Government to form an opinion as to the propriety of reducing the pension.

3. Cases in which any apparent objection to the grant of pensions exists or any concession which is not within the powers of the authority or officer sanctioning the pension is prayed for or recommended, should continue to be submitted through the proper channel for the orders of the Government.

NOTE.—Attention is drawn to the powers conferred on the authority or officer sanctioning a pension by Articles 421, 423-A, 442 (*d*), 502, note 1 to Article 908 (*c*) and Article 911 (*c*) of the Civil Service Regulations, Fifth Edition, and to Article 841 (*c*) of the Civil Account Code (Seventh Edition).

4. Where an officer has charge under different designations of more than one office, as is the case for instance with the Director of Public Instruction as Commissioner for Government Examinations, the Collector of Madras as Protector of Emigrants and certain Collectors as Political Agents, the powers granted to him in sanctioning pensions extend to all the offices of which he holds charge. G.O. No. 269, Pen., 3-6-1910.

5. Presidents of District Boards may sanction pension or gratuity admissible under Article 258 or 259 of the Local Fund Code to Local Fund servants whose appointments do not require the sanction of Government, provided that such claims are certified by the Accountant-General to be admissible under the strict letter of the Civil Service Regulations and provided also that in every case in which the pension G.O. No. 460 L., 8-4-1910.

or gratuity is partly or wholly payable from Provincial funds, the Collector of the District accepts the charge.

G.O. No. 924 L., 30-7-1910.

6. The above ruling does not refer to applications for gratuities in special cases falling under Article 260 of the Local Fund Code. Applications of this kind should, when they are beyond the sanctioning powers of the President, District Board, be submitted to Government in the Local and Municipal Department direct as heretofore.

B.P.R. No. 1854, Salt, 12-7-1912 Pen. Mis. 1-1 of 1908-09-10-11-12-13-14-15.

7. The power to grant pensions to non-gazetted subordinates, appointed by the Collector of Customs, Madras, in the out-ports is exercised by the Board of Revenue.

G.I. No. 3944-P., F.D., 7-7-1908. G.O. No. 454-P., 20-7-1908.

8. The orders contained in G.Os. Nos. 261, Pension, of 21st April 1908, and 909, Pension, of 14th November 1907, merely prescribe that a pension may be sanctioned by certain officers in cases in which a responsible audit officer certifies it to be admissible under rule; they do not require that audit officers should report on claims to pension which heretofore they have not reported on.

Grant of Pensions to old Military Veterans in impoverished or destitute circumstances.

G.I., Fin. and Com. Dept., No. 6596-P., 20-10-1904.

1. By Secretary of State's Despatch No. 123, Mily., dated 2nd September 1904, the Government of India is authorized to grant special pensions to Military Veterans domiciled in India, who have no adequate means of subsistence subject to a limit of Rs. 60 a month in any one case. The grants are of a purely compassionate nature designed to help those Mutiny Veterans who are in indigent circumstances. All cases in which pensions are granted should be notified to the Secretary of State.

G.I., Fin. and Com. Dept., No. 1342-P., 13-3-1905.

2. The Secretary of State's sanction should be sought to the grant of any pension or gratuity in respect of services rendered in the mutiny, unless the case is one of a class with which the Government of India have been specially empowered to deal.

Letter No. 3492-P., 25-1-1906, from the Pay Examiner, Western Command.

3. Mutiny pensions are to be issued to men only while domiciled in India or the Colonies.

G.I., F.D., V.O.R. No. 1293, 16-6-1905.

4. Pensions granted in consideration of services in the mutiny are treated as Political pensions.

[C.S.R.—924]

S. of S.'s Desp. No. 101, Fin., 19-7-1907, commd. with G.I. No. 5037-P., Fin., 28-8-1907.

1. The Government of India are authorized to grant compassionate allowances, in cases which appear to them to be deserving of special consideration, to officers removed or dismissed from the service on account of misconduct or inefficiency, subject to the following conditions :—

(1) No allowance to be granted to an officer appointed in England or to one whose pay exceeds Rs. 250 a month.

(2) The allowance not to exceed two-thirds of the pension that would have been admissible if the officer had retired on medical certificate.

SECTION III.—ANTICIPATORY PENSIONS.

Prevention of Delay.

[C.S.R.—929]

1. Pension applications should not be treated as papers which may be dealt with in ordinary course; but, their disposal as well as subsequent references, if any, from the Accountant-General or any other officer, should be regarded as urgent. M.G.O. No. 530-P., 14-7-1897.

[C.S.R.—930]

1. The words "Date of the application" should be held to mean the date on which an officer may submit to his superior officer any formal application for pension either before or after retirement. The date of this application should be entered on the 4th page of Form No. 25 or 26 (Pension) as the case may be. Anticipatory pension should be granted from the date of retirement. G.I., F.D., No. 3555-P., 21-7 1909.

2. An officer who has taken leave without pay in the hope of being able to resume duty and who subsequently decides that his health will not permit of his return, should not be regarded as entitled to pension from the commencement of his leave without pay. G.I. No. 867, C S.R., Fin. Dept, 22-7-1915 [Pen. Mis. No. 3-9 of 1915-16.]

Chapter XLVIII.—Payment of Pensions.

SECTION II.—PAYMENTS IN INDIA.

Payment to Mysore, Travancore and Cochin Service Pensioners from Government Treasuries.

[C.S.R.—939, Note]

G.I., F.D., No. 1471, 19-6-1885.

1. The Government of India have sanctioned the proposal of the Resident in Mysore that the Mysore State may be exempted from the operation of the ruling, restricting the payment of pensions from Government treasuries on behalf of Native States.

G.O. No. 3871-P., 30-7-1909 Fl., Pen., Mis., 12-A.G.W. Case No. 3.

2. Government of India have sanctioned that the pensions of Travancore and Cochin State Pensioners residing in the Madras Presidency may be drawn from the British treasury nearest their place of residence, the payments being subsequently recovered from the States.

Identification of Pensioner.

[C.S.R.—945]

G.O. No. 294, Finl., 2-7-1908.

1. All officers of not lower rank than the Collector of a district are empowered to grant exemption from personal appearance to persons drawing pensions.

G.I. No. 5131-P., F.D., 31-8-1908.

2. The exercise of this power will be restricted to the authorities mentioned below—

(1) The Honourable the Chief Justice of the High Court.
(2) The Board of Revenue (all Departments).
(3) The Collectors of districts.
(4) The Inspector-General of Police.
(5) The Inspector-General of Prisons.
(6) The Inspector-General of Registration.
(7) District Magistrates.
(8) District and Sessions Judges.
(9) The Agents to the Governor in Ganjām and Vizagapatam and the Government Agent, Gōdāvari.
(10) The Director of Public Instruction and Commissioner for Government Examinations.
(11) The Chief Engineer, Public Works Department.
(12) The Resident in Travancore and Cochin.
(13) The Surgeon-General.

G.O. No. 311, Finl., 8-6-1916.

3. In the case of severely wounded or very old and infirm military pensioners as well as female pensioners unaccustomed to appear in public, personal attendance should not be enforced when conditions prescribed in Articles 945 and 946 are fulfilled. A life certificate

given by a sub-postmaster drawing not less than Rs. 50 per mensem, a tahsildar, a village headman or the head of village panchayat may be accepted if the certificate is trustworthy.

Payments to Agents.

[C.S.R.—949]

1. The Banks and Companies mentioned below have been approved by the Government of Madras as Agents through whom pensioners in this Presidency may draw their pension subject to the conditions laid down in clause (*b*) of this article:— G.O. No. 179, Finl. (Pen.), 7-7-1907.

(1) The Bank of Madras.
(2) The National Bank of India.
(3) Messrs. Binny & Co.
(4) „ Parry & Co.

2. The pension of an insane person can be paid for a guardian appointed under the Lunacy Act XXXIV of 1858 or to such persons as may be appointed by the Local Government or any other authority who sanctioned the pension to receive it. Copy of C.G.'s U.O. Ref. No. 252, 8-11-1910.

Procedure in Cases of Suspicious Life Certificates.

[C.S.R.—949 (*c*)]

Whenever any doubts are entertained in regard to a life certificate submitted under Article 949 (*c*), Civil Service Regulations, the pensioner may be called upon to furnish such information and evidence as will satisfy the Accountant-General that the signature to the certificate is authentic. In cases where the pensioner resides out of India it would be well to ascertain if possible why the pension is drawn in India. G.I., F.D., No. 521, 31-1-1888.

Transfers in India.

[C.S.R.—950]

1. The transfer of payment of pensions to Pondicherry, where there is no treasury and where the arrangements for payment necessarily involve risk, is not permissible. G.O. No. 919, Finl., 23-11-1895.

2. When a pensioner applies for the transfer of the payment of his pension from one Treasury to another, the transfer will be sanctioned only when satisfactory reasons are assigned in support of the application; if it be desired merely for a temporary purpose it may be avoided by the application of Article 946.

3. The orders in Article 950, Civil Service Regulations, apply primarily to service pensions. They may however be held to apply also to political pensions; but in this case, the Accountant-General should, before permitting transfer, obtain the concurrence of the authority empowered to permit a change of residence on the part of a political pensioner. G.I. No. 1630-C.S.R., F.D., 21-3-11.

The Collectors of Kurnool, North Arcot and Kistna and the Government Agent, Tanjore, are authorized to arrange, in communication

with the Accountant-General, for the transfer of the payment of the stipends of political pensioners who may proceed to reside at stations either within or outside the limits of the Presidency. This authority is also exercisable by the Paymaster, Carnatic Stipends, as regards Carnatic Stipendiaries—vide G.O. No. 337, Pol., dated 1st June 1896.

Lapses and Forfeitures.

Hyderabad Contingent.

[C.S.R.—956]

C.G. No. 1287, 2-12-1896, to the Comptroller, Hyderabad.

1. The payment of arrears of pension of the Hyderabad Contingent pensioners should be regulated under the rules contained in the Civil Service Regulations subject to the stipulation that in no case may arrears of more than two years be paid.

Deceased Pensioners.

[C.S.R.—959]

Govt. Solicitor, No. 358, 8-7-1895.

1. Unpaid pension due to a deceased Government pensioner is movable property within the meaning of section 30 of the Madras City Police Act III of 1888, and can be paid to the Commissioner of Police, if a pensioner dies intestate.

G.I., F.D., No. 4723-P., 17-10-1890.

2. When a pension or gratuity is sanctioned after the death of the officer concerned, it is not necessary to obtain the orders of the authority who sanctioned the pension or gratuity before payment is made to the heirs of the deceased pensioner. Such cases should be dealt with under Article 959 (*a*), Civil Service Regulations.

[C.S.R.—960]

1. Whenever a claim is preferred for the payment of arrears of pension due to a deceased pensioner, the claim must be supported not only by a death certificate, but by evidence sufficient to establish the relationship of the claimant to the deceased. If the arrears exceed Rs. 500, the procedure prescribed in article 960 should be observed. In other cases the claim should be supported by a certificate signed by one or two respectable officers of Government drawing a salary of Rs. 100 and upwards, or by such other well-known and trustworthy person as may be approved of by the Disbursing officer to the effect that they will hold themselves responsible for the amount paid to the claimant in the event of his heirship being thereafter disputed by any other person.

2. The above course should be resorted to only when a pensioner may have died intestate. But if, in the course of investigation of the claim, it comes to light that the deceased left property worth administering to, then the arrears should be paid only to the person administering the estate.

Provisional Last-pay Certificate to be issued in Cases of Delay.

[C.S.R.—962]

G.I., F.D., No. 3062-P., 4-6-1901.

When delay is anticipated in the issue under this article of the last-pay certificate of an officer whose pension is payable in England the

audit officer should take the initiative in issuing a provisional certificate under article 926. This article should be applied in such a manner as to avoid any grounds for complaint on the part of the officer.

SECTION IV.—PAYMENT IN A COLONY.

Issue of Warrant.

[C.S.R.—967]

1. In the warrant issued for payment of a pension in a Colony under Article 967, the rate of exchange at which the pension should be paid, should invariably be given. G.O. No. 465, Finl. 21-6-1895.

Chapters XLIX and L.—*Nil.*

PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

Chapter LI.—Definitions and General Rules.

SECTION I.—PRINCIPLES OF CALCULATION.

Route for Calculation of Travelling Allowance.

[C.S.R.—995]

G.I. No. 1-36-48, 17-1-1889, forwarded with G.I. No. 537, 29-1-1889.

1. Registration officers travelling for registration purposes to private residences may not charge Government for travelling allowance; such expenses should be met by the parties concerned.

G.I. No. 968-E.B., F.D., 19-7-1915, and G.O. No. 495, Finl., 4-8-1915. G.A. 45-19 of 1914-15-16.

2. A question having arisen whether the travelling allowance of an officer, who is promoted or reverted with retrospective effect, should be revised in respect of the period intervening between the date of promotion or reversion and that on which it is notified, the Government of India have decided that no revision should be allowed in such cases except *when a notification implies a change of duties*. In the case of all bills audited before the notification appears, the audit officer should be guided by the facts known officially at the time, but in the case of travelling allowance bills not presented or audited before the promotion is gazetted, there is no objection to the audit officer recognizing the retrospective effect of the notification.

[C.S.R.—996 (*b*)]

G.O. No. 722, Rev., 30-3-1916, commd. with Finl. Endt. No 2227-1, 1-4-1916.

1. The route via Lower Anicut and Aduttural has been declared to be the shortest route to Trichinopoly from Jayankondasolapuram.

B.P. Forest No. 1270, Rout., 21-10-1916.

2. The route from Kodaikanal road station to Kodaikanal via the New Ghaut road is a shorter one than the old Coolie Ghaut road.

]C.S.R.—997]

[Vide ruling against article 53.]

C.G.'s letter No. 2851, 5-12-1908.

1. In the case of the Civil Office of Account and Audit, the sanction of the Comptroller-General is required for calculating travelling allowance by a route other than the shortest or cheapest.

[C.S.R.—998]

G.O. No. 249, Finl., 22-5-1911. G.O. No. 274, Finl., 22-4-1915. File (Spl. 1.)

1. The Military route book shall be taken as the authority for distances in the case of all journeys, and the central points used in the Military route book shall be taken as the fixed points for the purposes of Article 998, Civil Service Regulations.

[C.S.R.—997]

Page 176.—*Insert* the following as paragraph 2 :—

2. The president of a local board may be considered as a head of department for the purposes of this article and he may as such exercise power in regard to officers of Government lent for service under local boards. G.O. No. 268 L., 26-2-1919.

[VII, 10-5-19]

2. When the Principal and the Vice-Principal of the Teachers' College, Saidapet, who are required to supervise the Lower Secondary and the Panchama Training Schools in Madras make a journey for that purpose, the journey will, for the purposes of Article 998, be considered to begin from the Teachers' College and to end at the Training School visited. G.O. No. 70, Edl., 3-2-1897.

3. In the case of jail officials proceeding from or to a jail situated outside municipal limits, the jail should be taken as the point from or at which the journey should commence or end. G.O. No. 355, Finl., 28-5-1906.

4. The Madras Government have directed that the Local Fund rest-house should be treated as the fixed point in Kovvur (Nellore district) for the purpose of calculating distances in connexion with claims for travelling allowance. G.O. No. 22, Rev., 5-1-1917.

When means of Locomotion are supplied.

[C.S.R.—999]

1. In cases where the issue of a free pass on a Company's steamer to the officer has no connexion with his official status (or his official duties) full daily allowance may be allowed for the period of such journey, but in cases where, however, a steamer company is bound to issue or in practice does issue, free passes, to certain classes of Government servants as part of some regular arrangement for the conveyance of mails, etc., the provisions in article 999 (1) of the Civil Service Regulations should be applied. G.I. No. 762-E.B., F.D., 3-7-1913.

Unopened Railway Line.

2. The travelling allowance of an officer travelling on a free pass on an unopened railway line is regulated by this article. G.I. No. 4213, Fin., 28-9-1893.

3. Travelling allowance for journeys by construction train or trolly on an unopened line, the cost of which falls on Government or local funds should be regulated by Article 999 (i), Civil Service Regulations, in the case of officers belonging to departments other than those mentioned in Article 1015, Civil Service Regulations. That is, half the usual daily allowance or half the usual mileage can be claimed by the officer for such journeys according as the distance travelled in a day does not or does exceed twenty miles. A.G.'s order, 22-4-1908.

In the case of such journeys on *transfer* half the usual road mileage can be claimed. Letter from the Comptroller, Post Office, to the G. I., Fin. and Commerce Dept., No. G.I.-47/120501, 13-3-1897, and reply from the G. I., No. 1665-Ex., 13-4-1897.

The Government of India have held that the travelling allowance of an officer travelling by trolly or construction train along an unopened portion of a line belonging to a *private* Railway Company, should be regulated by the provisions of clause (1) of Article 999. G.I., No. 5681-S.R., 30-12-1898.

4. The subjoined table shows the class of officers who are supplied with means of locomotion at the expense of the State and the G.O. No. 562, Finl., 11-11-1907.

rates of hire which have to be deducted from their travelling allowance bills :—

	Class of officer. (1)	Means of locomotion supplied. (2)	Hire charged. (3)	Remarks. (4)
		Revenue Department.		
	Guntūr.			
	Collector	One first-class boat.	Rs. 30 a month or Rs. 2 a day on days on which the boat is used.	All boats rented out to Revenue officers in Gōdāvari, Kistna and Guntūr should be returned to the Public Works Workshops for repairs and maintenance when the canals are closed and no charge of any kind should be levied from the officer concerned for that period. (G.O. No. 1501, Rev., 7-5-1910.)
G.O. No. 2765, Rev., 24-9-1914. G.A. 45 of 1914-15.	Divisional Officer, Tenali.	One second-class boat.	Rs. 16 a month.	
G.O. No. 2092, Rev., 15-9-1915, and G.O. No. 2880, Rev., 23-12-1915. T.M. 24-17 of 1915-16.	Tahsildar, Bapatla ... Do. Tenali ... Do. Repalle ...	One "dinghy" of the standard type in use in the Public Works Department costing Rs. 150 each.	*Nil.*	
	Gōdāvari.			
	Divisional Officer, Rajahmundry.	One boat ...	Rs. 30 a month or Rs. 2 a day on days on which the boat is used.	
G.O. No. 2092, Rev., 15-9-1915 and G.O. No. 2880, Rev., 13-12-1915. T.M., 24-17 of 1915-16.	Tahsildar, Amalapur ... Do. Razole Do. Ramachandrapur. Deputy Tahsildar, Mummidivaram. Deputy Tahsildar, Kottapeta. Deputy Tahsildar, Alamur. Deputy Tahsildar, Coringa.	One "dinghy" of the standard type in use in the Public Works Department costing Rs. 150 each.	*Nil.*	
	Kistna.			
G.O. Mis. No. 1290, Rev., 4-2-1914, commd. with Finl. Endt. No. 4451-1, 8-7-1904. G.A. 45-5 of 1914-15.	Collector	One first-class boat.	Rs. 30 a month or Rs. 2 a day on days on which the boat is used.	

Class of officer. (1)	Means of locomotion supplied. (2)	Hire charged. (3)	Remarks. (4)
	REVENUE DEPARTMENT—*cont.*		
Kistna—cont.			
Divisional Officer, Narasapur.	One first-class boat.	Rs. 30 a month or Rs. 2 a day on days on which the boat is used.	
Tahsildar, Narasapur taluk.	One boat ...	Rs. 12 a month ...	Under G.O. No. 3253, Revenue, dated 17th December 1900, the boat was rented to the then Tahsildar of Tanuku with permission to retain it at the same rent even if he was transferred on promotion to another delta taluk in the district. The officer who rented the boat at the time the Government Order was passed was subsequently transferred to Narasapur and took with him the boat which has presumably remained in the taluk.
Divisional Officer, Ellore.	Do. ...	Rs. 16 a month to officers drawing Rs. 200 or over. Rs. 12 a month to officers drawing less than Rs. 200.	The boat is now temporarily used by the Tahsildar of Tanuku.
Tahsildar, Narasapur... Do. Tanuku ...	One "dinghy" of the standard type for use in the Public Works Department costing Rs. 150.	*Nil.*	
Do. Bhimavaram.	Do. and a nava costing from Rs. 250 to Rs. 300.	...	
Do. Divi ... Do. Bandar ... Do. Nuzvid ... Deputy Tahsildar, Pentapadu. Deputy Tahsildar, Penugonda. Revenue Inspector, Sisali. Revenue Inspector, Ganapavaram. Revenue Inspector, Tammidi. Divisional Officer, Gudivada.	One "dinghy" of the standard type in use in the Public Works Department costing Rs. 150.	*Nil.*	

G.O. No. 2092, Rev., 15-9-1915,
G.O. No. 2880, Rev., 23-12-1915.
T.M. 24-17 of 1915-16.

Class of officer. (1)	Means of locomotion supplied. (2)	Hire charged. (3)	Remarks. (4)
	REVENUE DEPARTMENT—*cont.*		
Kistna—cont.			
Tahsildar, Gudivada taluk.	One small dinghy.*	*Nil*	* This dinghy was first constructed for the Revenue Inspectors of Kaikalur and Kalindi, but was subsequently assigned for the sole use of the Tahsildar, Gudivada taluk.
Deputy Tahsildar, Kaikalur.	One small pinnace.	*Nil*	
Revenue Inspector, Kaikalur.	Do.	*Nil* ...	
Revenue Inspector, Kalindi.	Do.	*Nil*	
Kurnool.			
Collector	First-class staff Boat.	Vide rule 7 (1) infra.	
Sub-Collector, Nandyal.	Do.	Do.	
Deputy Collector (Head-quarters).	Do.	Do.	
Nellore.			
Divisional Officer, Gudur. Tahsildar, Gudur taluk. Deputy Tahsildar, Kota.	One third-class boat.	4 annas a day.	
	AGENCY TRACTS.		
Ganjām.			
Agent to the Governor.	Three elephants.	8 annas a day for each elephant on days on which it is actually used.	The elephants are used only for the carriage of furniture, tents or luggage and not as a means of locomotion.
Special Assistant Agent, Balliguda.	Do.		
Special Assistant Agent, Chicacole.	One elephant ...		
Vizagapatam.			
Agent to the Governor.	Three elephants.		
Special Assistant Agent, Pārvatipuram division.	One elephant ...		
Special Assistant Agent, Koraput.	Three elephants.		
Special Assistant Agent, Narasapatam.	One elephant ...		
Gōdāvari.			
Government Agent ...	Three elephants.	8 annas a day for each elephant on days on which it is actually used.	The elephants are used only for the carriage of furniture, tents or luggage and not as a means of locomotion.
	One boat ...	Rs. 30 a month or Rs. 2 a day on days on which the boat is actually used.	

G.O. Mis. No. 370, Rev., 16-2-1916, commd. with Finl. Endt. No. 1036-1, 19-2-1916.

Class of officer. (1)	Means of locomotion supplied. (2)	Hire charged. (3)	Remarks. (4)
AGENCY TRACTS—*cont.*			
Gōdāvari—cont.			
Divisional Officer, Bhadrāchalam.	Two elephants.	8 annas a day for each elephant on days on which it is actually used.	The elephants are used only for the carriage of furniture, tents or luggage and not as a means of locomotion.
	One boat ...	Rs. 30 a month or Rs. 2 a day on days on which the boat is actually used.	
Divisional Officer, Polavaram.	Two elephants.	8 annas a day for each elephant on days on which it is actually used.	Do.

SALT, ABKARI AND CUSTOMS DEPARTMENT.

Class of officer.	Means of locomotion supplied.	Hire charged. RS. A. P.	Remarks.
Commissioner, Salt, Abkāri and Customs department.	Budgerow ...	2 0 0	
	Record boat ...	0 12 0	
Inspector, Tiruvallur ...	Do. ...	0 12 0	
	Six-ton top boat.	0 8 0	
	Two-ton top boat.	0 8 0	
Deputy Commissioner, Northern division.	Budgerow ...	2 0 0	
Assistant Commissioner, Masulipatam subdivision.	Do. ...	1 4 0	A day's fee should be charged for occupation of 24 hours or less.
	Record boat ...	0 12 0	
Deputy Commissioner, Central division.	Budgerow ...	2 0 0	
	Record boat ...	0 12 0	
Assistant Commissioner, Cocanada subdivision.	Budgerow ...	1 4 0	
Assistant Commissioner, Nellore subdivision.	Staff boat ...	1 4 0	
Assistant Commissioner, Chingleput subdivision.	Budgerow ...	1 4 0	
Inspector, Rajahmundry circle.	Staff boat ...	0 12 0	
Inspector, Mogalturru circle.	Do. ...	0 12 0	

G.O. No. 16, Finl., 9-1-1917.

The Assistant Commissioner, Tinnevelly subdivision, is allowed the use of the schooner provided for the pearl-fishery at Tuticorin when it is not required for pearl-fishery or other purposes. He then draws actual expenses not exceeding half the allowance ordinarily admissible.

Class of officer. (1)	Means of locomotion supplied. (2)	Daily hire charged. (3)	Remarks. (4)
Salt, Abkāri and Customs Department—*cont.*			
		RS. A. P.	
Inspector, Manginapudi circle.	Budgerow ...	0 12 0	A day's fee should be charged for occupation of 24 hours or less.
	Three-ton top boat.	0 8 0	
Inspector, Nizampatam circle.	Budgerow ..	0 12 0	
	Two-ton top boat.	0 8 0	
	Dinghy ...	0 2 0	
Inspector, Krishnapatam circle.	Five-ton top boat.	0 8 0	
Inspector of Kanuparti.	Staff boat ...	0 12 0	
Inspectors of Pakala and Isakapalli in the Nellore subdivision.	Top boat ...	0 8 0	
Inspector, Tada ...	Staff boat ...	0 12 0	
Inspector, Tada circle.	Three-ton top boat.	0 8 0	
Inspector, Ennore circle.	Staff boat ..	0 12 0	
	Six-ton top boat.	0 8 0	
	Two-ton top boat.	0 8 0	
Inspector, Covelong circle.	Budgerow ...	0 12 0	
	Six-ton top boat.	0 8 0	
Inspector, Cheyur circle.	Two-ton top boat.	0 8 0	
Inspector, Ellore circle.	Second-class staff boat.	0 12 0	
Inspector, Krishnapatam circle.	Staff boat ...	0 12 0	
Forest Department.			
M.G. Memo. No. 5809-3, Finl., 21-12-1911. District Forest Officer, Ganjām.	Three elephants.	8 annas a day for each elephant on days on which it is actually used.	The elephants are almost entirely used for inspection and very rarely for carriage of tents.
Special Forest Officer, Parlakimedi Maliahs.	Two elephants.	Do.	
District Forest Officer, Vizagapatam.	One elephant ...	8 annas a day on each day on which the elephant is used.	The elephant is used for the carriage of furniture, tents or luggage and not as a means of locomotion.
District Forest Officer, Lower Gōdāvari.	One boat ...	1 rupee a day.	
District Forest Officer, Upper Gōdāvari.	One boat and one elephant.	1 rupee a day for the boat; and 8 annas for each day on which the elephant is used.	

Class of officer. (1)	Means of locomotion supplied. (2)	Hire charged. (3)	Remarks. (4)
	FOREST DEPARTMENT—*cont.*		
District Forest Officer, Kurnool (West).	One elephant and first-class staff boat.	8 annas a day on each day on which the elephant is used for the carriage of furniture, tents or luggage.	The elephant is used for the carriage of furniture, tents or luggage and also as a means of locomotion. When used for the latter purpose, no fee is paid.
District Forest Officer, Kistna.	One first-class boat.	1 rupee a day ...	G.O. Mis. No. 370, Rev., dated 16th February 1916.
District Forest Officer, Guntūr.	One second-class staff boat.	8 annas per day ...	Financial Endorsement No. 1036-1, dated 19th February 1916.
Range Officer, Bapatla.	Do.	Do.	
District Forest Officer, Nellore.	One first-class staff boat including the kitchen boat.	1 rupee per day ...	Sanction Order No. 52, dated 23rd April 1914, from Conservator of Forests, Central Circle. G.A. 45-2 of 1914-15.
Forest Range Officer, Coast Range, Nellore.	One second-class boat.	8 annas per day.	
Range Officer, Sriharikotta.	Do.	Do.	

NOTE.—When not required for the use of the Forest Department, the boats may be lent either to officials or to non-officials at discretion of the District Forest Officer on payment of 50 per cent in addition to the rates fixed for the first, second and third class boats. (Rule 5, Appx. III of the Forest Code.)

POLICE DEPARTMENT.

Deputy Inspector-General, Northern range.	Two elephants ...	8 annas a day for each day on which an elephant is used.	The elephants are used only for the carriage of tents and not as a means of locomotion.
Superintendent of Police, Ganjām.	One elephant ...		
Assistant Superintendent, Kimedi.	Do. ...		
Assistant Superintendent, Balliguda.	Three elephants.		
Superintendent of Police, Vizagapatam.	One elephant ...		
Assistant Superintendent of Police, Narasapatam.	Do. ...	Do.	Do.
Assistant Superintendent of Police, Pārvatīpuram.	Do. ...		
Superintendent of Police, Jeypore.	Do. ...		
Assistant Superintendent of Police, Jeypore.	Two elephants ...		

Class of officer. (1)	Means of locomotion supplied. (2)	Hire charged. (3)	Remarks. (4)
		Police Department—*cont.*	
Superintendent of Police, Gōdāvari.*	One boat ...	Rs. 30 a month ...	* All boats rented out to Police officers in the Kistna and Godāvari districts should be returned to the Public Works Workshops for repair and maintenance when the canals are closed in the same way as those rented out to Public Works Department officers.
Do.	Mullins steel dinghys.	Rs. 2 a month ...	Inspector-General of Police, No. 444, Budget, 22-8-1912.
Assistant Superintendent of Police, Bhadrāchalam.	Two elephants and one boat.	8 annas a day for each day on which an elephant is used and Rs. 30 a month for the boat.	The elephants are used only for the carriage of tents and not as a means of locomotion.
Do.	Mullins steel dinghys.	Rs. 2 a month ...	Inspector-General of Police No. 444, Budget, 22-8-1912.
Superintendent of Police, Kistna.†	One boat ...	Rs. 30 a month ...	† All boats rented out to Police officers in the Kistna and Godāvari districts should be returned to the Public Works Workshops for repair and maintenance when the canals are closed in the same way as those rented out to Public Works Department officers.
Assistant Superintendent of Police, Ellore.	Do. ...	Do.	
Do.	One pinnace ...	Re. 1 a month ...	Inspector-General of Police No. 444, Budget, 22-8-1912. G.O. No. 41, 11-2-1910, communicated with Public Works Department R. No. 89, P.W., 4-4-1911. Handed over by the Superintendent of Police, Kistna.
Assistant Superintendent of Police, Ongole.	One boat ...	Rs. 20 a month.	
Inspector of Police, Gudivada division, Kistna district.	One pinnace ...	Rs. 3 a month.	
		Educational Department.	
Sub-Assistant Inspector of Schools, Kaikalur. Supervisor of Schools, Kaikalur.	Two small dinghy boats.	*Nil*	G.O. Mis. No. 672, Edl., 21-6-1915.

Class of officer. (1)	Means of locomotion supplied. (2)	Hire charged. (3)	Remarks. (4)
MEDICAL DEPARTMENT.			
District Medical and Sanitary Officer, Gōdāvari.	One boat ...	1 rupee a day, the boat serang being paid separately by the officer by private management.	The boats were constructed at the expense of the district board.
District Medical and Sanitary Officer, Kistna.	Do. ...	2 rupees a day which includes the wage of the boat serang	

In submitting travelling allowance bills for journeys performed by boats, elephants, or other means of locomotion supplied by Government, officers should attach a certificate in the following form :—

Details of deduction made from the travelling allowance bill on account of rent for the use of Government boats, elephants, etc.

Means of locomotion.	Days on which used.	Prescribed rate of rent or hire.	Amount deducted in bill.
Elephants No.			
Boats, First class No. ...			
„ Second „ No. ...			
„ Third „ No. ...			
Budgerows No.			
Cutter			
Total ...			

I certify that on the days for which no rent has been recovered, I did not use a Government elephant, boat or other means of locomotion supplied at the expense of the State.

5. This rate should be charged for each day or part of a day the boat is used for travelling or as a residence during a halt in the case of a tour. Boats used by officers should be returned at their expense to the places where they are kept. G.O. No. 6710, Rev., 17-10-1889.

6. Clerks in the Salt and Abkāri department travelling in boats propelled at the cost of Government will be granted their actual expenses on account of carriage of personal luggage, etc., not exceeding half their daily allowance. In support of such claims a memorandum showing particulars of actual expenses incurred should be appended to the travelling allowance bill. B.P. No. 124, S.R., 2-4-1890.

Rules for the levy of rent for the use of the Public Works Department boats,

G.O. No. 1601, 9-6-1913.

7. (i) The following scale of rent shall be adopted :—

Class of boats.	For officers of Government on duty whose salary is Rs. 200 or above per mensem.	For officers of Government on duty whose salary is below Rs. 200 per mensem:	For officers of Government off duty and private individuals.
	Rate per mensem.	Rate per mensem.	Rate per diem.
	RS. A. P.	RS. A. P.	RS. A. P.
Boats, First class	30 0 0	12 0 0	2 0 0
„ Second class	16 0 0		1 0 0
Cargo boats	45 0 0	45 0 0	...

(ii) The rent payable by all officers of Government on duty except those covered by rule (iii) should be calculated at the monthly rate shown in rule (i) for the number of days during which the boats are in use by them. Officers of Government not on duty and private individuals shall always be charged at the daily rate shown in rule (i).

(iii) Every officer of Government to whom a boat is specially assigned shall pay rent at the monthly rate shown in rule (i) *for the whole of every month* provided that when his boat is out of use owing to (*a*) the canals being unnavigable or closed, (*b*) the boat being under repair, or (*c*) the officer himself being on tour outside the canal system, he shall not be liable for payment in respect of the period during which his boat is thus out of use.

(iv) When such an officer is not using his boat under rule (iii) (*c*) he may keep the boat at his headquarters or elsewhere as found most convenient, but shall, whenever possible, give notice to the Boat Superintendent to the effect that his boat is available for general use between certain dates and the cost of conveying the boat to wherever it is required and of returning it will be borne by the persons temporarily hiring it during the period. On all other occasions except

G.O. No. 79-I, 23-2-1917.

when boat is sent to boat office or other appointed places for periodical annual repairs the cost of conveying a boat from and to the Boat Superintendent's headquarters shall be borne by the officer to whom the boat is assigned.

(v) The rates and terms for hire of cargo boats to officers of Government not on duty and private individuals shall be decided specially for each case by the Superintending Engineer who shall communicate the decision to the Accountant-General.

G.O. No. 2765, Rev., 24-9-1914. G.A. 45-9 of 1914-15.

(vi) Revenue officers, like Public Works officers, are exempted from paying rent for the staff boats assigned to them for periods during which they are on tour outside the canal system.

G.O. No. 67, Judl., 22-1-1903, commd. under G.O. No. 476, F.D., 10-2-1903.

8. The Superintendent of Police, Gōdāvari, is provided with a Government boat for which he should pay a rent at Rs. 30 per mensem. No rent need be charged on account of the accommodation provided in the boat for the office.

9. Forest officers on duty will not be charged for the use of the Forest Steam Launch "Thistle", the management of which was transferred from the Forest Department to the Public Works Department. Their travelling allowance will be governed by Article 999 (1) of the Civil Service Regulations. B.P. (L.R.), Forest No. 144, 15-6-1910. M.G., Finl. Endt. No. 3416-1, 10-8-1910, commg. G.O. No. 2537, Rev., 3-8-1910.

10. Fishery officers travelling in Government boats on inspection duty are not entitled to full daily allowance, but their travelling allowance is regulated by Article 999, Civil Service Regulations. G.O. No. 2748, Rev., 19-8-1910. Finl. Endt. No. 825-1, 9-9-1910.

Elephants.

11. When an elephant is placed at the disposal of an officer as being absolutely necessary for the kind of travelling he has to perform in the exercise of his duty, the fact that he takes advantage of it to save himself some of the expenditure on travelling he would otherwise have to bear personally does not render him liable to the deductions mentioned in this article. Such deductions must, however, be made from the travelling allowance of the officer if the elephant is placed at his disposal for his personal use; cp. 999-A (*d*), C.S.R. G.I. No. 1749 P., Finl., 7-4-1894.

12. Public servants using Government elephants should pay hire at As. 8 a day for each elephant used for the days on which the elephants are actually used. This rule applies also to officers of the Forest Department who make use of Government elephants for carrying their baggages, etc. B.P. (L.R.), Forest No. 28, 18-3-1896, commg. G.O. No. 518, Finl., 10-3-1885.

Carts and Bullocks.

13. Officials or non-officials using Government carts and bullocks should pay hire at the rate of annas 4 for every 2½ miles or a fraction thereof for a cart and pair of bullocks and half that rate when the cart or bullocks alone are used. G.O. No. 2018, Rev., 15-6-1910. B.P. (L.R.), Forest No. 61, 27-3-1912, commg. G.O. 643, Rev., 4-3-1912. [In Forest Dept. File.]

Motor-car.

14. An officer is restricted to half daily allowance whenever he actually uses a motor-car supplied by Government or a Local Fund either for travelling from place to place or for making inspections at a place of halt in the course of a tour. For days on which the car is not used the full allowance may however be drawn, if admissible under the ordinary rules. G.I. No. 104-E.B., F.D., 11-1-1912.

15. The provisions of Article 999 (2) (*i*) Slip which govern the case of a journey performed partly by road and partly by motor-car, motor-boat, or motor-cycle, are applicable to cases where road journeys are combined with those performed by a steamer supplied by Government. G.I. No. 168-E.B., F.D., 26-2-1913.

16. The travelling allowance of a Political officer when travelling on duty in a motor-car supplied by a Native State, shall be regulated by Article 999 (1) of the Civil Service Regulations; provided that, if an officer travels more than 20 miles by a Darbar motor car in a day and is entitled under the rules in the Civil Service Regulations to draw mileage allowances in respect of the journey, he will draw for the first 20 miles half the mileage allowance ordinarily admissible under the Regulations, and for the remainder one-fourth of the G.I., Foreign and Pol. Dept., L. No. 74-Est. A., 20-1-1914, commd. in G.I., F.D., No. 131-E.B., 29-1-1914, and G.O. No. 63, Pol., 29-1-1914. G.A. 38-3 of 1913-14.

mileage allowance so admissible. In cases where a payment has to be made to the Darbar for the running expenses of the car, such payments should not exceed annas 6 a mile and will be made by Government quite apart from the travelling allowance of the officer.

G.I., Foreign and Pol. Dept. letter No. 830-Est. A., 28-4-1914, commd. in G.I., F.D., No. 572-E.B., 4-5-1914. G.A. 45—3 of 1914-15.

17. For journeys between places unconnected by railway, when a seat is provided for an officer whose services have been lent by Government to the Mysore State, in a motor-car belonging to Darbar, his travelling allowance may be regulated according to the provisions of the Mysore Service Regulations.

Camp Equipment and Horses.

[C.S.R.—1000]

G.O. No. 495, Finl., 27-6-1902, and G.I. No. 5453-Ex., 29-12-1896 referred to in paragraph 2 of G.I. 195-S.R., 14-1-1899.

1. Claims will not be entertained by Government under Article 1000 when such claims relate to journeys which are covered by the provisions of Article 1062 of the Civil Service Regulations.

M.G. No. 4777, Rev., 30-7-1899.

2. The concession allowed in the article is only intended to meet extraordinary cases of increased expenditure incurred by officers ordered to proceed on emergent duty, and not to cover every journey made by all the officers of a particular department.

G.I. No. 4312 Fin. & Com. of 22-8-1889 and G.I. No. 1603-Ex., 10-4-1896.

3. In framing the rule contained in article 1000 and in allowing Local Governments to delegate their powers under that rule to heads of departments and other authorities, it was not the intention of the Government of India that officers should, when making ordinary journeys on tour or transfer, be entitled in addition to drawing travelling allowance, to convey their horses or camp equipment at Government expense, even when the nature of their duties requires them to maintain horses or camp equipment. The rule was intended to meet the more or less exceptional case of an officer requiring, for the discharge of his official duties, to make use of his horses or camp equipment in one place immediately or very shortly after having had to use them in the public service in another place, and who is therefore obliged in the interests of the public service to convey them by railway or steamer. It is only therefore when it is shown that public interests would suffer if an officer sent on his horses or camp equipment by road or country cart, instead of despatching them by the quickest means at his command, that the cost of their conveyance by rail or steamer should be sanctioned. It also follows that the concession should not be made to an officer who sends forward his horses in order to avoid the expense of hiring the means of conveyance on a journey for which he draws travelling allowance, for that is the very charge which the travelling allowance is in such a case meant to defray. Nor can the rule be applied to meet the charges for conveyance to the officer's station of a horse or of equipment purchased from a place at a distance.

G.I. letter No. 5453-Ex., Finl., 29-12-1896 and G.O. No. 51, Finl., 20-1-1897.

4. The expression "interests of the public service" used in the foregoing paragraph includes the economy of an officer's time. There is no objection to the application of Article 1000 to cases in which the Local Government thinks that the conveyance of camp equipment or horses by rail will serve the public interests by enabling an officer to

do more work than he otherwise would in a given time. The only question which should be considered in deciding such matters is whether the allowances admissible under the rules do or do not reasonably cover the expenditure necessary to meet such travelling as is required in the interests of the public service, the assumption being that the expenditure will be kept on the most moderate scale that forethought and arrangement can secure.

5. The following general conditions are laid down for the guidance of authorities to whom sanctioning powers under Article 1000 have been delegated :— G.O. No. 272, Finl., 26-3-1897.

(i) Where economy of an officer's time is involved, there can be no difficulty in deciding that transport by rail (or steamer) of horses and camp equipment is necessary in the interests of the public service. Such, for example, are the cases where an officer, while on tour, finds that his duty requires him to move to a new camp at such a distance that if he travels by road he must halt in the journey at places where he has no work, while to travel by rail himself, parting from his horses and camp equipment and sending them by road, involves a waste of time at one or other of the camps. The sanctioning authority within whose knowledge the details of the officer's duty will be in each case, will be in a position to decide whether the long move was necessary.

(ii) Except in special emergencies the cost of transport of horses by rail on a journey of less than thirty miles to or from headquarters should not be recovered by the officers concerned, while the transport of camp equipment under similar circumstances at the public expense should only be admitted where a saving to Government in the cost of the journey is thereby effected.

6. The necessity contemplated in Article 1000 for the conveyance of horses, camels or camp equipment by rail in the interests of the public service, is the *necessity* of an officer at once proceeding into camp on joining his new appointment and the fact that an officer may, for instance, require his horses and carriage on arrival as a means of conveyance to his office, has never been recognised by the Government of India, as justifying the charges for their removal being borne at the public cost. G.I. No. 195-S.R., 14-1-1899.

7. The main criterion to be observed in each case in which the concession in Article 1000, Civil Service Regulations, is claimed is a consideration of the public interest and not the personal convenience of the officer concerned. The question whether the public interest is or is not served by the officer taking his horses by rail, etc., is one of fact in each case, of which the Local Government is undoubtedly the proper judge. The Government of India consider, however, that, in applying the criterion, it should be understood that before the concession is granted, it should be shown to the satisfaction of the Local Government or the sanctioning authority that having regard to all the circumstances of the case, the public interest would or might have suffered *materially* if the officer had not conveyed his horses, etc., by rail or steamer, etc. G.I. No. 5513, C.S.R., F.D., 7-9-1911.

8. No officer should be allowed to recover the cost of carriage of a horse drawn vehicle under this article. G.I., F.D., 8627, C.S.R., 5-6-1911 (Bombay).

Military officers on Famine duty.

G.I. No. 4128-C.S.R., Finl., 16-9-1897.

9. Military officers deputed on famine duty are allowed, both when proceeding to famine duty and returning to their regiments, to rail one or two horses as required, and the necessary camp equipment at the expense of the State.

Actual Cost of Carriage.

G.I. No. 4618-F.O. & A., F.D., 5-9-1910. G.I. No. 5361-F.E., F.D., 13-10-1910.

9-A. When the Local Government is satisfied that it is in the interests of the public service that an officer required to travel should send his horses or means of conveyance, by railway or steamer, such authority may at its discretion, under Article 1000 of the Civil Service Regulations pass incidental expenses as well as actual cost of the transit of such means of conveyance and its decision in the matter is final.

Procedure in preferring Claims.

G.O. No. 584, Finl., 20-11-1911.

10. Officers claiming concessions under Article 1000 should submit their applications in the revised form prescribed in G.O. No. 584, Financial, dated 20th November 1911.

B.P. No. 76, L.R., 15-2-1894. C.-G.'s No. 1118-A and A/KW 427-14, 14-12-1916. G.A. 45-7 of 1916-17.

11. Charges on account of the carriage of tents or horses should be supported by the receipts granted by the railway authorities and the charges on account of steamer fares should be supported by the receipts of the company to which the steamer belongs, which should themselves be checked with the company's time and fare tables. Actual embarking and disembarking charges should, in the absence of receipts, be admitted on the certificate of the officer.

Railway receipts for camp equipment and private luggage conveyed by rail should be obtained separately.

G.O. No. 611, Finl., 19-10-1916. G.O. No. 706, Finl., 4-12-1916.

12. (*a*) The Board of Revenue, the Chief Engineer, Public Works Department, the Inspector-General of Police, the Director, Madras Survey, and Director of Agriculture and Sanitary Commissioner to whom powers of sanction under Article 1000 have been delegated, will pass orders on each individual claim and forward a copy of the sanctioning order in each case to the Accountant-General as the case may be.

G.O. No. 422, Finl., 26-9-1910. G.O. No. 7, Finl., 5-1-1911. G.O. No. 163, Finl., 29-3-1911.

(*b*) The power to sanction the conveyance of motor-cars by railway under Article 1000 should however be restricted to the Board of Revenue, the Chief Engineer, Public Works Department, and the Inspector-General of Police. The Director of Survey, the Superintending Engineers and Sanitary Commissioner should not exercise this power. The cost of railing motor-car should not be sanctioned in any case, if the distance by road does not exceed 30 miles irrespective of the question whether there are obstacles which prevent the travelling of the car by road.

(*c*) The authorities sanctioning charges for railing motors should submit to Government half-yearly statements, in the first week of January and July, of all such sanctions with full information as to the circumstances under which the concession was granted and the distance for which the motor-car was conveyed.

G.I., F.D., No. 586, F.E., 30-4-1914, to the C.G. G.A. 45-1 of 1914-15.

(*d*) The Comptroller-General exercises the powers of a Local Government under Article 1000, Civil Service Regulations, in respect of the officers of the General and Public Works lists of the Indian Finance Department.

(*e*) The Board of Revenue (Separate Revenue) has been delegated the power to sanction claims under Article 1000, Civil Service Regulations, preferred by the Abkāri Deputy Commissioner, the Inspector and Assistant Inspector of Factories for the conveyance by railway of a motor cycle for journeys not covered by Article 1062 of the Civil Service Regulations. G.O. No. 432, Finl., 28-6-1917. G.O. No. 677, Finl., 16-11-1916.

13. Save in exceptional circumstances, claims under Article 1000 will be inadmissible in the following cases :—

(*a*) Where the horses were taken by rail or steamer in order to save their owner from the necessity of hiring a conveyance to take him to his office. B.P. No. 187, L.R., 8-3-1899, commd. with G.O. No. 1025, Finl., 23-9-1899.

(*b*) Where an officer sends forward his horses by rail in order to avoid the expense of hiring the means of conveyance on a journey for which he draws travelling allowance. M.G.O. No. 2962, Rev., 16-11-1899.

(*c*) Where an officer conveys to his station horses or camp equipment purchased from a place at a distance.

(*d*) Where, except in special emergencies, an officer sends his horses by rail on a journey of less than 30 miles to or from headquarters.

NOTE.—In the case of bicycles, the limit of distance has been reduced to 15 miles. G.O. No. 463, Fin., 14-10-1909.

(*e*) Where camp equipment is sent by rail under circumstances set forth in clause (*d*) unless a saving to Government in the cost of the journey is thereby effected.

14. The following principles should be observed in sanctioning under the provisions of Article 1000 the carriage of motor-cars by rail at Government expense :— G.I. letter No. 2120-P., F.D., 11-4-1908, commd. with G.I. No. 3569-P., F.D., 19-6-1908. G.O. No. 308, Finl., 7-7-1908.

(*a*) An officer who is entitled to convey two or more horses at the public expense will be permitted to charge for the transport of a motor-car by railway in the place of two of the horses allowed to him. G.O. No. 453, Finl., 22-9-1909. G.O. No. 21, Finl., 14-9-1909. G.O. No. 92, Finl., 14-2-1916, G.A.-45-25 of 1915-16.

(*b*) The concession should not be allowed to an officer who takes his car on tour merely with the object of using it for station work in order to avoid the expense of hiring conveyances.

(*c*) It should always be assumed for purpose of Article 1000 that an officer using a motor keeps a chauffeur. Whether or not the motor might be conveniently sent by road should be determined by the local Government on the merits of each case. For example where there is a road suited to motor traffic an officer might reasonably be expected to send his motor by road for a distance of say 30 miles, but not for a distance of 100 miles, whether starting on or returning from tour.

(*d*) An officer whose car breaks down in the course of his tour may be allowed a refund of the cost of railing it to his headquarters or to a nearer station for repairs provided that the distance in either case is not less than 30 miles. G.O. No. 402, Finl., 18-8-1917.

15. All tours undertaken by His Excellency the Governor are occasional and exceptional journeys. The Private Secretary and other officers on the personal staff of His Excellency have been permitted accordingly to recover the *actual* cost of the carriage of camp equipment and horses by steamer or railway. No limitation regarding the G.O. No. 632, Finl., 8-3-1884, and G.O. No. 513, Finl., 26-8-1896.

maximum weight of camp equipment and number of horses has been prescribed.

G.O. No. 474, Finl., 19-10-1909.

NOTE.—This concession is not to be applied to the annual moves between Madras and Ootacamund.

G.I., F.D. No. 1179, E.B., 22-8-1914. G.A. 2-2 of 1914-15.

16. The provisions of this article should be held applicable to the members of the Madras Executive Council; but as regards the carriage of motor-car, the rules under 1145-7 should be observed in all cases.

[C.S.R.—1001]

G.O. No. 584, Finl., 20-11-1911.

Maximum weight of camp equipment and number of horses,* cost of carriage of which may be recovered, under Article 1000, Civil Service Regulations by officers, are given below:—

Officers.	Maximum weight of camp equipment. Tents (including poles, pegs, mallets, durries, salitas, chicks, etc., and camp furniture).	Maximum weight of camp equipment. Camp furniture when tents are not carri d.	Maximum number of horses.
Land Revenue Department.	MAUNDS (82⅖ lb.).	MAUNDS. (82⅖ lb.).	
Land Revenue Commissioners	90	10	4
Collectors (except Collector of Madras) ...	55	10	4
Sub-Collectors (all grades)	35	5	4
Assistant Collectors (passed)	35	5	3
Do. (unpassed)	25	5	3
Deputy Collectors and Tahsildars on transfer to Deputy Collector's posts and on reversion to their permanent appointments.	25	5	3
Revenue Settlement Department.			
Commissioner for Revenue Settlement, Survey, Land Records and Agriculture.	90	10	4
Special Settlement and Assistant Settlement Officers.	The scales admissible to these officers in the regular line.		
Assistant Commissioners of Revenue Settlement.	25	5	2
Director of Land Records	Scale in regular line *plus* 5 maunds.	5	4
Forest Department.			
Conservators of Forests	35	5	4
Deputy Conservators and District Forest Officers.	25	5	3
Assistant and Extra Assistant Conservators not in charge of a division.	15	5	2

* The number of motor-cars and bicycles which officers can convey at Government expense under Article 1000, Civil Service Regulations, depends upon the number of horses—vide G.O. No. 453, Financial, dated 22nd September 1908, as amended by G.O. No. 21, Financial, dated 14th January 1909, and G.O. No. 497, Financial, dated 5th August 1903 (paragraph 2), and G.O. No. 330, Financial, dated 8th June 1907 (paragraph 3), as amended by G.O. No. 479, Financial, dated 20th October 1909.

NOTE.—The ruling regarding motor-cars is on page 191 of the Madras Supplement to the Civil Service Regulations, paragraph 14 (a), under Article 1000; the ruling regarding bicycles is on page 235 of the Supplement under article 1062 (paragraph 3).

Officers.	Maximum weight of camp equipment.		Maximum number of horses.
	Tents (including poles, pegs, mallets, durries, salitas, chicks, etc., and camp furniture).	Camp furniture when tents are not carried.	
Salt, Abkāri and Separate Revenue Department.	MAUNDS (82$\frac{2}{7}$ lb.).	MAUNDS (82$\frac{2}{7}$ lb.).	
Commissioner	90	10	4
Deputy Commissioners	35	5	4
Assistant Commissioners	30	5	3
Inspectors	25	5	1*
Assistant Inspectors	25	5	1*
Abkāri Deputy Commissioner	...	...	One motor bicycle.†
Inspector and Assistant Inspector of Factories.	...	...	Do.
Revenue Survey Department.			
Director of Survey	35	5	4
Assistant Directors (first and second classes).	25	5	3
‡ Do. (third, fourth and fifth classes).	25	5	3
Jail Department.			
Inspector-General of Prisons	...	...	4
Registration Department.			
Inspector-General of Registration	35	5	4
Police Department.			
Inspector-General of Police	37	7½	4
Deputy Inspectors-General	35	5	4
Superintendents	25	5	3
Assistant Superintendents of Police	25	5	3
Deputy Superintendents of Police	25	5	2
Inspectors	...	...	1
Educational Department.			
Director of Public Instruction	35	5	4
Inspectors and Inspectresses of Schools ...	Camp furniture 5 maunds.	...	...
Medical Department.			
Surgeon-General	35	5	4
Sanitary Department.			
Sanitary Commissioner	30	5	4
Deputy Sanitary Commissioners	30	5	4

G.O. No. 133, Finl., 3-3-16. G.A. 45-28 of 1915-16.

* G.O. No. 386, Financial, dated 17th June 1915.

† G.O. No. 677, Financial, dated 16th November 1916, and G.O. No. 432, Financial, dated 28th June 1917.

‡ Scales are applicable also to officers doing Land Records Superintendent's duty.

NOTE.—Director of Public Instruction can sanction claims on account of camp furniture but not carriage of horses, bicycles and other means of conveyance. (G.O. No. 99, Financial, dated 16th February 1917.)

	Officers.	Maximum weight of camp equipment.		Maximum number of horses.
		Tents (including poles, pegs, mallets, durries, salitas, chicks, etc., and camp furniture).	Camp furniture when tents are not carried	
		MAUNDS (82⁴⁄₇ lb.).	MAUNDS (82⁴⁄₇ lb.).	
	Archæological Department.			
	Superintendent, Archæological Survey ...	25	5	1
	Agricultural and Veterinary Departments.			
	Director of Agriculture	Scale in regular line *plus* 5 maunds.	5	4
G.O. No. 308, Finl., 15-5-1917.	Other Gazetted Officers in the Agricultural department.	25	5	2
	Superintendent, Civil Veterinary department.	30	5	2
	Government Entomologist	25	5	2
G.O. No. 523, Finl., 3-8-1914. [Case G.A. 45-6 of 1914-15.]	Assistant Directors of Agriculture	25	5	2
	Lecturing Botanist	25	5	2
	Public Works Department.			
G.O. No. 204, Finl., 28-3-1912. G.A. 45-20 of 1914-15.	Chief Engineer, Public Works Department ...	45	7½	4
	Chief Engineer for Irrigation	45	7½	4
	Superintending Engineers	40	5	4
	Executive Engineers	35	5	3
	Assistant Engineers	30	5	2
	Upper Subordinates	20	3	1
	General Superintendent, Public Works Stores.	25	5	3
	Sanitary Engineer	40	5	4
	Miscellaneous.			
	Registrar of Co-operative Credit Societies ...	Scale in regular line *plus* 5 maunds.	5	4
	Deputy Collector under Registrar of Co-operative Credit Societies.	Do.	5	2
G.O. No. 517, Finl., 2-8-1913.	Piscicultural Expert	25	5	...
G.O. No. 958, 22-12-1914. [Case G.A. 45-17 of 1914-15.]	Director of Industries	30	5	3
	Assistant to the Director of Industries ...	25	5	2

NOTE.—The Probationary Deputy Director of Agriculture will not, however, be entitled to this concession until an independent division charge is assigned to him and is supplied with tents.

The Resident in Mysore is competent to sanction the payment by Government of the cost of conveyance of his own horses, etc., by railway or steamer under the provisions of Article 1000, Civil Service Regulations. G.I. No. 821, F.D., 2-2-1907.

The Resident in Mysore is empowered to sanction reimbursement to all officers under his control, or whose travelling allowance bills are countersigned by him, of the cost of the carriage of horses, vehicles and camp equipment by rail under this article.

Subject to the provisions enumerated below, sanction should be given when the horses, vehicles or camp equipment are required for the discharge of official duties at a place where no suitable means of conveyance can be hired and there has not been time to send the horses, vehicles or equipment by road from the last place at which they were used for public duty :— G.I. No. 1492, Est.-A., F.D., 30-6-1913.

(1) The fundamental principle to be applied is whether public interests (including in this expression the economy of the officer's time) necessitate or make it desirable that the horses, vehicles or equipment should be sent by rail instead of by road.

(2) Public service and public duty does not include riding or driving to and from office at headquarters.

(3) No sanction shall be given unless the officer's strictly official duties require that he should keep a horse, vehicle or camp equipment.

(4) In each case, it is a question of fact whether the public interests require that one or more horses or vehicles should be railed.

SECTION II.—CLASSIFICATION OF OFFICERS.

General Classification.

[C.S.R.—1002]

Famine and Plague.

1. Military officers deputed on famine-relief work or plague duty should receive travelling allowance under the Civil Service Regulations as first-class officers. (Vide also 84, Civil Service Regulations.) G.I. No. 718-C., Mily., 17-4-1897, in G.I. No. 1914-Fx., Fin., 29-4-1897.

2. A retired Military Commissioned officer, when re-employed on plague duty, should be treated as a first-class officer for the purposes of Article 1002 of the Civil Service Regulations and be given travelling allowance at the rates admissible to such officers. G.I. letter No. 1397, H.D. (Medl.), 18-7-1900, commd. with G.I. No. 3715-T.A., F.D., 23-7-1900. M.G. No. 751, F.D., 4-8-1900.

3. A retired Honorary Commissioned officer of the Indian Subordinate Medical Department should, when re-employed on plague or famine duty, be treated as a first-class officer and allowed double first-class travelling allowance by rail and 8 annas a mile by road under Articles 1002, 1012 and 1014. G.I. No. 1210, S.R., Fin., 15-3-1899.

G.I. No. 747, 4-6-1898.

4. Lady nurses sent out from England on plague duty are entitled to double first-class fare for journeys by rail when travelling on duty and first-class passages when proceeding by steamer from one part of India to another.

Public Works Department—Civil students of the College of Engineering, Madras—under practical training.

Engineer and Upper Subordinate Classes.

Last sentence of rules 54 and 59 of the rules of the College of Engineering. Spl. Case 1-3 of 1911-12 to 1913-14.

5. Travelling allowance to students joining or on the works will be drawn at the rates sanctioned for officers of the third class under the Civil Service Regulations.

G.O. No. 232 Home (Edn.), 22-2-1917.

Note.—Travelling allowance to tudents whose practical course is extended beyond the prescribed period of one year for journeys performed by them for joining the divisions to which they are posted, and while on duty within such divisions, may be drawn at the rates admissible to third-class officers.

Military Students.

G.O. No. 1011, Edl., 7-11-1913. Spl. Case 1-3 of 1911-12 to 1913-14.

6. Travelling allowance to military apprentices joining or on works will be drawn at the rate of annas 2 per mile or, when parts of the journey are performed by railway at the rates sanctioned for officers of the second class under the Civil Service Regulations provided that the daily allowances payable are limited to one rupee in the case of apprentices who are Non-Commissioned Officers and to fourteen annas in the case of others.

G.I. No. 7424-P., F.D., 8-12-1903.

7. The term "superior service" as used in this article includes all service which would be superior service within the meaning of articles 395 and 396 if it qualified for pension.

[C.S.R.—1004]

G.O. No. 64, Legis., 29-11-1909.

1. Travelling allowance is not admissible to any voter on account of elections for the Legislative Council by mufassal constituencies.

G.O. No. 51, Finl., 5-2-1910.

2. Heads of departments are empowered, under this article, to sanction the grant of travelling allowance in the case of non-official witnesses who are summoned to attend a departmental enquiry held by a properly constituted authority. The allowances to be granted to these witnesses should be restricted to the actual travelling, hotel and carriage expenses incurred by them, subject to the condition that the amounts so paid do not exceed what would be admissible under the prescribed rules for similar attendance in criminal courts and that they should be passed on bills presented by the parties concerned. Payments of such allowance may, on receipt of sanction of the head of the department, be made by the officer presiding at the enquiry.

G.I. No. 33, H.D., 10-2-1891. G.I. No. 691, Fin., 6-2 1891.

3. The expenses incurred by persons not in Government employ in connection with a public object may be passed by the Local Government as an ordinary contingent charge of the department concerned.

G.I. No. 1145-P., Fin., 4-3-1907. G.O. No. 136, Finl., 26-2-1907.

4. Local Governments are empowered to grant travelling allowance, at the rates admissible under the Civil Service Regulations, to all classes of honorary organizers employed, in promoting the co-operative movement, under the orders of the Registrar of Co-operative

[C.S.R.—1004]

G.O. Mis. No. 3396, 8-10-18.

Page 197.—*Cancel* the rules in paragraghs 4 (*a*) to 4 (*c*).

[IV, 8-2-19]

[C.S.R.—1002]

Page 196.—*Add* the following as paragraph 10 :—

G O. No. 820, Finl., dated 8-10-1918.

10. In the case of Land Records Deputy Surveyors and Draftsmen and Minor Irrigation Overseers and Sub-Overseers, the Government have ruled that the existing method of calculating travelling allowance under the rules for progressive pay should continue until an authoritative definition of the term "time-scale" is laid down by the Government of India.

[IV, 8-2-19]

Page 197.—*Insert* the following as rule 4-A under :—

[C.S.R.—1004]

G.O. Mis. No. 4032, Rev., 19-12-1918, commd. in Finl. Endt. No. 11469-1, 21-12-1918.

4-A. The Registrar of Co-operative Societies is empowered to grant travelling allowance as follows to honorary organizers of Co-operative Societies other than ex-Government servants in all cases in which the Registrar is satisfied that the work done by the honorary organizer is in the interests of the co-operative movement :—

(i) A daily allowance of Rs. 2 for every day devoted to the organization of societies.

(ii) Single second class fare for railway journeys and mileage at annas two per mile for road journeys when the journey exceeds twenty miles.

(iii) For journeys by road and rail performed on the same day, single second-class fare for the railway journey and mileage for the road journey.

(iv) No mileage or daily allowance is admissible for journeys of not more than five miles performed by them from their head-quarters.

[IV, 8-2-19]

Credit Societies. The classification of the gentlemen, so employed, for the purposes of Article 1004 of the Regulations, is left to the Registrar, subject to the understanding that no organizer who is an ex-Government servant shall be granted travelling allowance by a higher class than that to which he belonged when last in Government service. Travelling allowance bills presented under this order should, in all cases, be countersigned by the Registrar.

(*a*) The Board of Revenue is empowered to grant travelling allowance to honorary organizers of co-operative societies. Travelling allowance can be paid for not more than two visits for organizing and one for starting a society. G.O. No. 1636, Rev., 4-6-1912.

(*b*) The rate of travelling allowance admissible to the organizers other than ex-Government servants is fixed as follows:—A daily allowance of Rs. 2 per diem for every day devoted to the organization of societies. Single second-class fare for railway journeys and mileage at annas 2 per mile when the journey exceeds 20 miles. B.P. (R.S., Sur., L. Rds. and Agri.), No. 32, 7-2-1913. B.P. No 49, Sett., 26-2-1914.

(*c*) For journeys by road and rail performed on the same day, honorary organizers of co-operative societies will be allowed single second-class fare for the Railway journey and mileage for the road journey. No mileage or daily allowance is admissible for journeys of not more than five miles performed by them from their headquarters. B.P. No. 242, Sett., 18-8-1914.

5. The Accountant-General may pass such travelling and halting allowance as may be claimed by the non-official members of the Madras Students' Advisory Committee who reside in the mufassal provided it does not exceed the rates admissible to officers of the first class under the Civil Service Regulations. G.I. No. 4462-F.O. & A., F.D., 25-8-1910. G.O. No. 535, Edl., 9-9-1910. G.O. No. 582, Mis., Edl., 10-10-1910.

6. The Inspector of European training schools is authorized to pass the travelling, hotel and carriage expenses to non-official gentlemen attending meetings of all educational conferences commissioned departmental enquiries. The travelling, hotel and carriage expenses passed should be limited to actual expenses. Travelling allowance should not exceed one first-class railway fare with one third-class railway fare for a servant and the allowances for hotel charges and carriage hire should not exceed Rs. 7 and Rs. 5 per diem, respectively. G.O. No. 46, Edl., 25-1-1899. G.O. No. 40, Finl., 15-1-1915. M.G. Memo. No. 1390-2 (Edl.), 5-6-1912.

7. The Superintendent of Criminal Settlements, Tadepalli, and the Manager of the Prisoner's Home, Guntur, are allowed travelling allowance at the rates admissible to second class officers in respect of journeys performed by them to jails for the purpose of interviewing prisoners in connexion with matters relating to their residence in the home. The District Magistrate, Guntur, should draw the travelling allowance from the treasury and pay it to the Manager of the Prisoner's Home, Guntur, or Superintendent, Criminal Settlements, Tadepalli, as the case may be, after verifying the journeys performed. G.O. No. 2532, Judl., 30-10-1916, commd. with Endt. No. 6423-1, Finl., 4-11-1916.

[C.S.R.—1005]

Government Pleaders, Public Prosecutors and Pleaders other than Public Prosecutors appointed to conduct prosecutions under section 495 of the Criminal Procedure Code, receive for journeys by rail, by sea or river and by road, the allowance admissible for officers of the G.O. No. 545, Judl., 11-3-1915 and G.O. No 1497, Judl., 30-6-1915.

second class under chapter LII of the Civil Service Regulations. They are not entitled to any daily allowance under the Civil Service Regulations.

Copyist.

G.O. No. 52, Finl., 19-1-1895.

2. Government has authorized the payment of travelling allowance to copyists of the Judicial Department at rates admissible to officers of the third class.

Marriage Registrars.

G.O. No. 704, Finl., 1-9-1897.

3. Marriage Registrars are ranked with officers of the second class and their daily allowance is fixed at Rs. 2.

Establishments for stamping Weights and Measures.

B.P. No. 141, Sett., 24-5-1905.

4. These establishments are not entitled to travelling allowance.

Educational Service.

G.I., Home Dept., No. 860-864, 14-11-1906, commd. in G.I No. 145, F.D., 7-1-1907. G.O. No. 802, Edl., 8-12-1906.

5. The travelling allowance of all persons employed by the University to inspect colleges shall be governed by the principles laid down in Civil Service Regulations. For the purpose of these regulations such persons when employed on this duty shall be regarded as officers of the first class irrespective of the rate of their pay. The daily rate of halting allowance may be fixed by the University at any rate not exceeding Rs. 7-8-0 per diem.

G O. No. 609, Edl., 11-9-1905. G.O. No. 146, Edl., 21-3-1910.

No person within the scope of whose ordinary official duties the inspection of colleges clearly falls, should receive special payment for undertaking inspection on behalf of the Syndicate. The work of inspecting affiliated colleges are not outside the ordinary course of the duties of the Director of Public Instruction, an officer who is responsible for all educational matters within the Presidency. His travelling allowance for inspection of such colleges should be debited to the departmental budget.

G.O. No. 302, Edl., 20-5-1907.

6. Officers in Government service deputed for the inspection of technical and industrial schools will be allowed travelling allowance according to their rank and other experts such honorarium as may be fixed by Government on the recommendation of the Director of Public Instruction.

District Official Receivers.

G.O. No. 1681, Judl., 3-12-1909, commd. in Finl. Endt. No. 4869-1, 11-12-1909. G.O. No. 681, Judl., 5-5-1910.

7. These receivers shall be classed as officers of the second class for purposes of travelling allowance but they will not be entitled to any daily allowance under the Civil Service Regulations.

Government Pleader.

G.O. No. 1983, Judl., 29-12-1911.

8. The Government Pleader, Madras, should be held to be an officer of the first class for the purpose of travelling allowance claimed by him in connexion with journeys performed under the orders of Government.

[C.S.R.—1008]

The travelling allowance of temporary Engineers of the Public Works Department will be regulated not by the rate of pay but by the duties they perform. Officers of this class will draw the rate of daily allowance admissible to an Executive Engineer, viz., Rs. 5 per day only when in charge of a division, otherwise the rate applicable to an Assistant Engineer, i.e., Rs. 4 per day.

G.I., P.W.D., Circular No. IV-P.W., 19-6-1894, commd. in G.O. No. 1713 W., 9-7-1894. P.W. File No. 148, page 181, Vol. II.

[C.S.R.—1010]

District and Sessions Judge in additional Charge of another District.

1. A District and Sessions Judge of one district placed in charge of the current duties of another district, in addition to his own, should, when visiting the second district on duty, be treated as on tour. The question whether he does or does not draw charge allowance does not affect his title to halting or other travelling allowance under the rules.

G.I. No. 679-P., F.D., 8-2-1893.

2. In cases in which the Government alone can exercise the authority to place an officer in charge of the current duties of an office, the authority to grant travelling allowance under this article is delegated to the following heads of departments :—

G.O. No. 283, Finl., 18-4-1913.

The Honourable the Judges of the High Court.
The Board of Revenue (all Departments).
The Chief Engineer (Public Works Department).
The Inspector-General of Police.
The do. of Prisons.
The do. of Registration.
The Surgeon-General.
The Director of Public Instruction.
The Director of Agriculture.

G.O. No. 298, Finl., 10-5-1917.

[C.S.R.—1011]

Page 200.—*Delete* sub-paragraph (ii) of paragraph 3 and *re-number* sub-paragraph (iii) inserted by third list of corrections, dated 6th January 1919, as sub-paragraph (ii).

[IV, 8-2-19]

Page 200.—*Insert* the following as paragraph 5 under article 1011, Civil Service Regulations :—

Deputy Collectors in Madras are to be treated as officers of the first class for purpose of travelling allowances due to them under article 1012, Civil Service Regulations, for journeys by rail.

G.O. Press No. 326, Rev., 7-2-1920, commd. in Finl., Endt. No. 525, A-1, 10-2-1920.

[XVII, 9-4-20]

Chapter LII.—Mileage Allowances.

SECTION I.—TRAVELLING BY RAILWAY.

Class Accommodation.

[C.S.R.—1011]

Dy. A.-G.'s letter to Try. officer, Anantapur, No. 3098, 3-11-1886.

1. The pay referred to in this article and in Article 1011 is the pay of the appointment held by the officer, and not the salary he actually draws.

G.I. No. 1021-C.S.R., F.D., 24-2-1911.

2. For journeys by train which contains only one class of accommodation officers of the first, second and third classes may be allowed double the fare of the class in which they are entitled to accommodation, notwithstanding that accommodation of the class to which the officer is entitled does not exist in the particular train by which the journey is made.

G.I. No. 766-E.B., F.D., 28-6-1913, commd. with Endt. No. 350-E.B., 16-3-1914.

A higher rate of travelling allowance may, however, be granted to any officer of the second or third class who actually travels by a train which does not provide the class of accommodation to which he is ordinarily entitled, subject to any restrictions which the Local Government may impose and subject to the condition that the head of his department attaches a certificate to the bill that it was necessary in the public interests for the officer to travel by such a train.

G.I. No. 33-E.B., F.D., 12-1-1916.

NOTE.—The term "the head of his department" used above means "the officer who controls the travelling allowance of the subordinate concerned."

G.I. No. 1021-C.S.R., F.D., 24-2-1911.

3. (i) The expression "where there are only two classes" used in this article is to be taken as meaning "where only two such classes are provided in the general passenger trains of the railways concerned."

Copy of G.I. letter No. 578-P., F.D., 14-6-1916, to the Controller of Military Accounts, 5th Mhow Dn., commd. with letter No. Pay T/13942, 30-10-1916, from the Controller of Military Accounts, Poona.

(ii) The term "ordinarily" used in 1011 (c) of the Civil Service Regulations should be interpreted as follows:—a railway line which provides an inter-class carriage on mail trains only or a line in which only train carries an inter-class carriage should be regarded as one which ordinarily provides inter-class accommodation for the purposes of the article referred to. The only question is whether inter-class accommodation is recognized or not on the line.

G.I. No. 1705-E.B., F.D., 13-3-1912. G.O. No. 176, Finl., 18-3-1912 and G.I. No. 853-[illegible].D., 27-7-191[illegible]

4. The second and third class clerks of the Local Audit Department of the Accountant-General's office and clerks of the main office of similar standing accompanying Gazetted officers on Treasury and Public Works Inspection duty are entitled to double upper class fare while travelling on the Nilgiri Mountain Railway.

[C.S.R.—1017]

Page 201.—*Delete* the words "[See under article 1011]" and *insert* the following as a paragraph :—

The provisions of article 1017 of the Civil Service Regulations (as amended by the G.I. Fin. Dept. Res. No. 1809, E. B., dated 30th September 1919) are not intended to apply to journeys beyond Indian waters, in respect of which only actual expenses (including messing expenses on board) are admissible.

G.I., F.D., No. 307, E.B., 25-2-1920 and G.O. Mis. No. 349, Rev., Spl. 17-2-1920.

[XVII, 9-4-20]

[C.S.R.—1012-Ex.]

1. The special rates of mileage for journeys by rail mentioned in the exception to Article 1012, Civil Service Regulations, is not admissible to the Directors of Land Records and Agriculture, the Registrar of Co-operative Credit Societies and the Deputy Collector serving under the Registrar, although their pay and allowances are being regulated with reference to their position in the regular line of the Revenue Department. G.O. No. 150, Finl., 6-4-1909.

2. Deputy Collectors employed on settlement duty and on special duty for disposal of suits under the Madras Estates Land Act, 1908, are required to maintain tents according to the scale fixed for Deputy Collectors on General duty, unless exempted from the obligation by the Board of Revenue and have been granted also the tentage allowance given to the latter. Deputy Collectors not so exempted will draw the special mileage rates under the exception to the article. G.O. No. 562, Finl., 6-9-1915. G.A. 45-8 of 1915-16. G.O. No. 2865, Rev., 22-12-1915. G.A. 45-7 of 1915-16.

SECTION II.—TRAVELLING BY SEA OR RIVER.

Scale of Accommodation.

[C.S.R.—1016]

1. Although any means of conveyance by sea may be employed for Government passengers (other than Military or Marine) the vessels of the B.I S.N. Company should be preferentially employed, provided that the conditions offered are, in all respects, equal to those offered by the vessel available for use by Government. G.I. No. 2537, 23-5-1890.

2. Officers are not entitled to draw messing allowance on behalf of servants who accompany them on journeys by steamer. G.I. No. 690, Finl., 10-2-1898.

[C.S.R.—1017]

[See under Article 1011.]

[C.S.R.—1022]

1. Exchange compensation allowance should not be treated as salary for the purpose of calculating table money recoverable under this article from an officer travelling by sea. G.I. No. 2293-Ex., Fin., 8-5-1894.

Table-money.

[C.S.R.—1023]

1. The daily allowances paid to officers for table-money under Article 1023 are not to be raised in the same proportion as the daily rates of travelling allowance under Article 1140 when journeys by sea or in a river steamer are made in the special localities referred to in this article. G.I. No. 503, Finl., 25-4-1884, commd. with G.I. No. 4132-T.A., Fin., 10-7-1903. G.I. No. 3233-T.A., Fin., 4-6-1903. G.O. No. 418, Finl., 2-7-1903.

[C.S.R.—1028]

G.I. No. 236-A, F.D., 10-3-1914, and G.O. No. 255, Finl., 2-4-1914. G.A. 45-21 of 1913-14-15.

1. The following rules have been laid down by the Government of India in the matter of granting free passages to England on duty :—

(i) The work of booking passages will be entrusted to the following officers :—

(*a*) Accountant-General, Bombay (in respect of passages from Bombay and Karachi).

(*b*) Accountant-General, Bengal (for Calcutta).

(*c*) Accountant-General, Madras (for Madras).

(*d*) Accountant-General, Burma (for Rangoon).

(ii) The Local Governments and the Departments of the Government of India requiring such passages to be booked should communicate with the appropriate booking officer as above, who will make necessary arrangements direct with the shipping companies or their agents.

(iii) The matter of selection of particular steamship lines is left to the discretion of the above-named booking officers who should be guided by considerations of economy and by the particular circumstances and needs of each case, e.g., the comparative cheapness of some other line of steamers might, in cases of urgency, be more than counterbalanced by the greater speed and regularity of the Mail Service.

(iv) In certain cases where satisfactory reasons are given by the officers concerned, a cash allowance in lieu of a free passage may suitably be granted; as for instance, when an officer wishes to travel with his wife or family or when he already has a return ticket or when a member of his family has a return ticket for a line by which Government would not ordinarily book passage themselves. The amount of this allowance fixed at the exact exchange equivalent of the amounts paid by the India office to officers proceeding to India are as follows :—

	First Class.			Second Class.		
	£	*s.*	*d.*	£	*s.*	*d.*
From any port in India proper ...	40	10	0	30	0	0
From Rangoon direct	47	10	0	37	10	0

G.I. No. 571-E.B., F.D., 17-5-1916, commg. G.I. No. 25831-3 (Q.M.G.-1), A.D., 3-5-1916. G.O. No. 295, Finl., 26-5-16. G.A. No. 45-21 of 1913-16.

In these cases the officers should make their own arrangements for the booking of passages.

G.I., Edl., No. 1356-1366, 13-8-1915, commd. in G.I., F. D., No. 1179-E B., 20-8-1915.

2. During the period of war, the Government of Madras is authorized to engage passages for State scholars overland via Marseilles instead of by the sea route to London and also to permit such scholars to travel by rail to Bombay for embarkation.

Embarking and Disembarking.

[C.S.R.—1032]

C.-G.'s No. 1258, 18-7-1910. G.I. No. 2153-P., Finl., 16-5-1896.

1. Charges for the conveyance of an officer's camp equipment and horses from the quay to the vessel and vice versa may be allowed in cases where the cost of their carriage by steamer is paid by Government under Article 1000, and should be disallowed in cases where the cost is not paid by Government under that article.

2. See ruling No. IX under Article 1094 of this Supplement.

SECTION III.—TRAVELLING BY ROAD.

Ordinary Mileage Rates.

[C.S.R.—1034]

1. Assistant Inspectors and Sub-Inspectors of Salt and Abkāri Revenue are not non-gazetted ministerial officers within the meaning of Article 1034. B.P. No. 4222, S.R. 19-2-1891.

2. When a journey is performed by motor-car between places connected by railway, it is left to the Local Government to decide whether the full rate of road mileage should be paid or whether it should be limited to what would have been admissible, had the officer travelled by rail in the ordinary way. The principle to be followed in such cases is to see whether any public interest was served by the road journey which would not have been served, had the officer travelled by rail, such as the saving of public time or inspection work en route, etc. G.I. No. 7197-P., F.D., 29-11-1907. G.O. No. 24, Finl., 9-1-1908.

3. When an officer supports a claim for a journey performed by motor-car by a statement that a public interest was served by so travelling which would not have been served by a journey by rail, and clearly specifies the public interest involved, no further certificate should be required from any higher authority in those cases in which a claim to travelling allowance is ordinarily passed on the signature of the travelling officer himself. Where a travelling allowance bill requires countersignature in ordinary course, the obligation imposed on the countersigning officer by Article 1161 (*a*) of the Civil Service Regulations will extend to the case of any journeys performed by motor-car. The Accountant-General should submit only doubtful cases for the decision of Government. G.O. No. 24, Finl., 9-1-1908. G.O. No. 280, Finl., 23-6-1908. G.O. No. 354, Finl., 1-8-1908.

NOTE (1).—Only First and Second Class accommodations are available in the motor-car plying between Madura and Melur, at Rs. 2 and Re. 1 respectively.

NOTE (2).—The fares charged on the motor omnibuses plying in the Ramnad district are shown below :—

Between what places.	Fares. First Class. RS. A. P.	Fares. Second Class. RS. A. P.
Sāttūr and Srīvilliputtūr	2 0 0	1 4 0
Manamadura and Sivaganga	1 0 0 to 1 4 0	0 8 0 to 0 10 0
Madura to Tiruppattūr	3 6 0 to 4 0 0	2 4 0
Madura to Karaikudi via Tiruppattūr ...	4 8 0 to 5 0 0	3 0 0
Tiruppattūr to Karaikudi	1 0 0 to 1 2 0	0 12 0
Coimbatore to Pollachi—25 miles	2 0 0	1 4 0

T.O.'s reply. No. 6, 7-1-1915 to this Office A.B.V./1181, G.A. 23-12-1914. G.A. 45-6 of 1914-15.

NOTE (4).—

N. Dis. No. 76, Acct. 3-2-1916, from Collector of South Kanara. G.A. 45/21 of 1915-16.

Between what places.	First Class.			Second Class.		
	RS.	A.	P.	RS.	A.	P.
Puttur and Mangalore (South Kanara)	2	8	0	1	8	0

Tinnevelly Collector's D. Dis. No. 1492-Eng., 12-9-1913.

The motor service, Nagarkovil-Palamcottah-Tiruchendur.

The rates of the First and Second Class fares in the motor service between Palamcottah (Tinnevelly Bridge) to Panakudi are as follows:—

	First-class rate.			Second-class rate.		
	Rs.	A.	P.	RS.	A.	P.
Palamcottah to Nānguneri	1	4	0	0	14	0
„ Dalapatisamudram	1	10	0	1	4	0
„ Valliyur	1	14	0	1	6	0
„ Panakudi	3	0	0	1	8	0

NOTE (5).—The following schedule of fares is issued by agreement:—

The Joint Motor Service, Nagarkovil-Palamcottah-Tiruchendur.

T.O.'s reply, 3-12-1914, to this office H.M. A.B.V. 869, 10-11-1914. G.A. 45/16 of 1914-15.

Stations.	Fares. First Class.			Fares. Second Class.			Stations.	Fares. First Class.			Fares. Second Class.		
A. Palamcottah-Tiruchendur.							*C. Palamcottah-Nagarkovil.*						
	RS.	A.	P.	RS.	A.	P.		RS.	A.	P.	RS.	A.	P.
Palamcottah		...			...		Palamcottan		...			...	
Seidinganallur ...	0	12	0	0	8	0	Nanguneri	1	4	0	0	14	0
Pudukudi	1	4	0	0	12	0	Perumoluuji	1	10	0	1	4	0
Alwartirunagari ...	1	8	0	0	14	0	Valliyur	1	14	0	1	6	0
Tentirupathi	1	10	0	1	0	0	Panangudi	2	0	0	1	8	0
Kurumbur	2	0	0	1	4	0	Aralvoimoli	2	12	0	1	12	0
Ammanpuram ...	2	2	0	1	6	0	Nagarkovil	3	0	0	2	0	0
Tiruchendur	2	4	0	1	8	0							
B. Tiruchendur-Palamcottah.							*D. Nagarkovil-Palamcottah.*						
Tiruchendur		...			...		Nagarkovil		...			...	
Ammanpuram ...	0	10	0	0	6	0	Aralvoimoli	0	12	0	0	8	0
Kurumbur	0	12	0	0	8	0	Panangudi	1	4	0	0	12	0
Tentirupathi	1	0	0	0	10	0	Valliyur	1	10	0	1	4	0
Alwartirunagari ...	1	4	0	0	12	0	Perumolunji	1	14	0	1	6	0
Pudukudi	1	8	0	0	14	0	Nanguneri	2	0	0	1	8	0
Seidinganallur ...	2	2	0	1	6	0	Palamcottah	3	0	0	2	0	0
Palamcottah	2	4	0	1	8	0							

Letter No. 479, 30-1-1917, from Collector, C. & M. Station, Bangalore.

Between	Fares. First Class	Fares. Second Class
Mysore and Mercara	First Class Rs. 12 (with a free allowance of 20 lb. luggage).	Second Class Rs. 7 (with a free allowance of 15 lb. luggage).

NOTE (6).—

Letter from Collr. of Salem Dis. No. 4280-D., 28-11-1916.

Between what places,	First Class.			Second Class.			Third Class.			
	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	
Salem and Attur	2	0	0	1	4	0	..			The cars between these stations are not quite regular.
Salem and Nāmakkal	2	C	0	1	0	0	...			
Hosūr to Bangalore	2	0	0	1	8	0	1	0	0	
Hosūr to Mathgiri	Two annas for all classes.									

NOTE (7).—

Between what places.	First-class rate.	Second-class rate.	Remarks.
	RS. A. P.	RS. A. P.	
Kāvali to Kanigiri (Sree Ramachandram motor bus service).	1 0 0	......	Only one class. For intermediate stations at nine pies per mile, fractions of an anna being rounded.
Singarayakonda to Kanigiri (Sree Lakshmi Vilas motor bus service).	2 14 0	1 14 0	For intermediate stations, nine pies per mile. Half rates to children below ten years in the second class.

NELLORE-ATMAKUR ROAD.

(Nellore Motor Service Company, Limited.)

Stations.	Nellore Railway Station.		Aniout.		Damaramadugu.		Rebala.		Buchireddipalem.		Duvvur.		Siddipuram.		Sangam.		Varili.		Atmakur.	
	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
Nellore office or court. Nellore Railway station.	0 2 0	0 1 0	0 3 0	2 1 6	0 6 0	0 4 0	0 9 0	0 6 0	0 11 0	0 7 0	0 14 0	0 9 0	0 15 0	0 10 0	1 7 0	0 15 0	1 13 0	1 3 0	2 4 0	1 8 0
Aniout	...	...	...	...	0 5 0	0 3 0	0 8 0	0 5 0	0 9 0	0 6 0	0 12 0	0 8 0	0 14 0	0 9 0	1 5 0	0 14 0	1 11 0	1 2 0	2 1 0	1 6 0
Damaramadugu.	...	...	...	...	...	...	0 3 0	0 2 0	0 5 0	0 3 0	0 8 0	0 5 0	0 9 0	0 6 0	0 15 0	0 10 0	1 7 0	0 15 0	1 14 0	1 4 0
Rebala	...	...	...	...	...	...	...	...	0 3 0	0 1 6	0 5 0	0 3 0	0 6 0	0 4 0	0 14 0	0 9 0	1 4 0	0 13 0	1 11 0	1 2 0
Buchireddipalem.	...	...	...	...	...	...	...	...	...	...	0 3 0	0 2 0	0 5 0	0 3 0	0 12 0	0 8 0	1 2 0	0 12 0	1 10 0	1 1 0
Duvvur ...	...	...	...	...	...	...	...	...	...	...	...	...	0 3 0	0 1 6	0 9 0	0 6 0	0 15 0	0 10 0	1 7 0	0 15 0
Siddipuram ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	0 8 0	0 5 0	0 14 0	0 9 0	1 5 0	0 14 0
Sangam ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	0 8 0	0 5 0	0 15 0	0 10 0
Varili	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	0 8 0	0 5 0

Note (7)—*cont.*

Nellore-Muttukkur Road.

(Nellore Motor Service Company, Limited.)

Stations.	Kakupalli.		Madirajugudur.		Brahmadevam.		Tallepudi.		Muttukkur.	
	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
Nellore office or court	0 6 0	0 4 0	0 8 0	0 5 0	0 9 0	0 6 0	0 11 0	0 7 0	0 12 0	0 8 0
Kakupalli	...	...	0 3 0	0 1 6	0 5 0	0 3 0	0 6 0	0 4 0	0 8 0	0 5 0
Madirajugudur		...	...	...	0 3 0	0 2 0	0 5 0	0 3 0	0 6 0	0 4 0
Brahmadevam	...	...	...	...	...	...	0 3 0	0 1 6	0 5 0	0 3 0
Tallepudi	...	...	...	...	...	...	...	...	0 3 0	0 2 0

Nellore-Podalakur Road.

(Nellore Motor Service Company, Limited.)

Stations.	Ambapuram.		Amancherla.		Marupur.		Chetagotla.		Podalakur.	
	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.	1st class.	2nd class.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
Nellore office or court	0 6 0	0 4 0	0 9 0	0 6 0	0 14 0	0 9 0	1 1 0	0 11 0	1 2 0	0 12 0
Ambapuram	...	...	0 5 0	0 3 0	0 9 0	0 6 0	0 11 0	0 7 0	0 14 0	0 9 0
Amancherla	...	...	...	...	0 5 0	0 3 0	0 8 0	0 5 9	0 9 0	0 6 0
Marupur...	...	...	...	...	...	...	0 3 0	0 1 6	0 5 0	0 3 0
Chetagotla	...	...	...	...	...	...	...	...	0 3 0	0 2 0

[Treasury officer, Nellore, letter No. 3139-Gl./ Acct., dated 24th December 1916.]

[C.S.R.—1035]

1. This article applies to cases of special mileage rates in road travelling, and also to cases in which an officer is paid for railway travelling by mileage instead of by fare. G.O., No. 823, Finl., 28-8-1891.

Special Mileage Rates.

[C.S.R. 1036 (*a*)]

1. The special rates of mileage for journeys by road mentioned in Article 1036 (*a*) of Civil Service Regulations, should not be admitted in the case of the Directors of Land Records and Agriculture, the Registrar of Co-operative Credit Societies and the Deputy Collector serving under the Registrar, although their pay and allowances are being regulated with reference to their position in the regular line of the Revenue Department. G.O. No. 150, Finl., 6-4-1909.

2. Vide rule 2 under Article 1012 Exception supra. G.O. No. 562, Finl., 6-9-1915. G.A. No. 45-8 of 1915-16.

[C.S.R.—1036 (*b*)]

1. Travelling allowance at the higher rate admissible to Junior Port officers is inadmissible to Indian Revenue officers temporarily placed in charge of Port duties as it is granted to Junior Port officers on the ground that they are all Europeans for whom the ordinary rate of 4 annas per mile is insufficient. M.G.O. No. 205, Mar., 15-3-1900.

Special Conveyance.

[C.S.R.—1037]

1. So long as an officer is required by his superior either on account of the urgency of the work or for some special reason to travel by a conveyance in which an officer of his class would not ordinarily travel, Article 1037 applies, and the actual cost of transit may be drawn. But it is not intended that any general orders should be given or that any general practice should prevail allowing, a certain class of officials, actual expenses for all journeys performed; in the case of each journey, it is necessary, that the provisions of clause (*b*) of Article 1037 should be strictly complied with. G.I. No. 2894, S.R., Finl., 3-7-1897.

2. The fact that travelling in any particular locality is unusually expensive does not warrant the indiscriminate use of Article 1037. In such a locality special rates of travelling allowance may be necessary, but they must be sanctioned by the Government of India.

3. The certificate required under this article in support of claims to the actual cost of transit, by special means of conveyance, should run in the following form :—

" *A.B.* was directed by me to use special means of conveyance, namely   for the journey from   to   , on the   , and the use of such special means of conveyance was absolutely necessary for the following reasons, namely,   ."

Chapter LIII.—Travelling Allowance for Journeys on Tour.

SECTION I.—GENERAL RULES.

Title to Allowance.

[C.S.R.—1038]

During Casual Leave.

M.G. No. 1049, Finl., 30-12-1895, and No. 397, Finl., 30-6-1896. G.I. Resolution No. 1116-P., 22-2-1905. G.O. No. 217, Finl., 13-3-1905.

1. Government has ruled that officers on casual leave should be permitted to draw fixed monthly travelling allowance or conveyance allowance, but that, under no circumstances whatever, should travelling allowance of any other kind be granted during casual leave.

G.O. No. 466, Finl., 29-10-1910; G.I. No. 1193-C.S.R., F.D., 27-2-1911; G.O. No. 120, Finl., 8-3-1911.

Officers on casual leave, however, may be permitted to draw, subject to the conditions of Article 1059, Civil Service Regulations, the actual expenses (not exceeding the daily allowance) of keeping up camp equipage at their headquarters.

During Compensation Leave.

A.-G.'s decision, 10-8-1900. (L.F.D. file).

2. When compensation leave is actually taken for a gazetted holiday foregone, the allowances due for the gazetted holiday should be passed during the compensation leave.

Potdars.

3. Travelling allowance on account of potdars who accompany remittances should be drawn on a separate bill and not included in bills for travelling allowance of other officers claimed on other accounts. The amount of the remittance in whole rupees, small silver, copper or notes, as the case may be, should be given separately in the "purpose of journey" column, as also the orders of the Accountant-General authorizing the remittance.

Jail Warders.

M.G. No. 988, Finl., 9-9-1887.

4. The allowances of jail warders on escort duty should be regulated in the same way as the allowances of Police officers of corresponding grades on similar duty. *See* under Article 1039.

Stock Inspectors.

B.P. No. 50, Rev., Sett., 9-2-1899.

5. Stock Inspectors are entitled to travelling allowance under the Civil Service Regulations, subject to the proviso, that they must travel for not less than twenty days in a month.

To answer for acts done in the discharge of official duty.

6. Local Governments are authorized to sanction travelling allowance under ordinary rules, in cases where officers of Government are compelled to leave their jurisdiction to answer criminal or civil cases brought against them in respect of acts done by them in the discharge of their official duty, and in which Government has decided to undertake their defence at the public cost. G.I. No. 3390-P., F.D., 30-5-1907. G.O. No. 316, Finl., 31-5-1907.

7. The official members of the Madras Students' Advisory Committee should be considered to be on duty while travelling to Madras on business connected with the committee and should be granted travelling allowance according to the Civil Service Regulations. G.I. No. 4462-F.O. & A., F.D., 25-8-1910. G.O. No. 535, Edl., 9-9-1910.

8. In the case of a Government servant entitled to free medical relief, who is seriously ill, when the local medical officer in attendance is of opinion that a consultation is necessary, it is open to him to move the Surgeon-General to depute another medical officer for the purpose of consultation. The travelling allowance of the officer so deputed will be borne by Government. In selecting an officer, the Surgeon-General will no doubt pay due regard alike to considerations of propinquity and to the interests of the patient. G.I., H.D., No. 626, Medl., 16-8-1913, commd. with G.I. No. 1056-E.B., F.D., 23-8-1913. G.O. No. 1087, Pub., 27-8-1913.

NOTE.—If a Government Medical officer attending the case of a Chaplain or member of a Chaplain's family considers consultation necessary such consultation should be free of charge. G.I., H.D. (Medl.), No. 372, 14-7-1916, commd. with G.I., No. 929-E.B., F.D., 25-7-1916.

9. The Police officers who are selected by the head of the department to attend Ambulance competitions held under the auspices of the St. John Ambulance Association or similar bodies are eligible for travelling allowance for their journeys to and fro in connexion therewith under Chapter LIII of the Civil Service Regulations. G.O. No. 1382, Judl., 19-6-1915, commd. in Finl. Endt. No. 3900-1, 28-6-1915. G.A. 45-2 of 1915-16.

10. The clerk and peon accompanying gazetted civil officers who attend volunteer camps of exercise will be paid travelling and halting allowances from Provincial revenues at the rates laid down in the Civil Service Regulations provided the officer's immediate superior certifies that the presence of this establishment will facilitate the disposal of business. G.G. No. 149, Pub., 9-2-1917.

To attend Volunteer Camps of Exercise.

11. Travelling expenses of officers of the Public Works Department attending Volunteer Camps of Exercise should be paid in accordance with the rules laid down in Army Regulations, India, Volume IX, and the charge should be borne by the Military Department. G.I. No. 3650, C.S.R., F.D., 16-6-1911.

" Under these rules the travelling expenses should not exceed the actual amounts paid by the officer as railway fare for himself and for his horse when he resides more than 30 miles from the site of the camp. A.-G.'s Order, 16-11-1911.

[C.S.R. 1039]

Taluk officials may draw, while travelling— A.-G.'s orders, 5-8-1912 (Vizagapatam 1-1 of 1912-13).

(1) within their jurisdiction—

(*a*) in the plains, daily allowance of Re. 1 (item 12 of Appendix 20) plus railway fare or steamer fare (Articles 1011, 1032 and 1039, Civil Service Regulations).

(*b*) in the special tracts, ordinary travelling allowance under Articles 1063 (ii) and 1065 (ii), Civil Service Regulations.

(2) Beyond jurisdiction—

(a) in the plains, ordinary travelling allowance under Articles 1063 (ii) and 1065 (ii), Civil Service Regulations.

(b) in the special tracts, the especially enhanced rates of both daily allowance and mileage which any ordinary official draws under article 1140, Civil Service Regulations.

Deputy Tahsildar in charge of current duties.

G.I. No. 2694, S.R., Finl., 18-6-1897.

1. Deputy Tahsildar, placed in charge of the current duties of an additional office, is entitled to travelling allowance for journeys to and from the headquarters of such office, as well as to halting allowance under the ordinary rules for the period of detention there.

G.O. No. 1032, Rev., 31-3-1910.

Special Deputy Tahsildars are entitled to the same travelling allowance as Deputy Tahsildars—vide Item 12, Appendix 20, Civil Service Regulations.

Land Records and Revenue Inspectors.

G.O. No. 1146-P., Rev., 28-4-1909.

2. Revenue Inspectors may draw daily allowance for the day on which they leave and that on which they return to headquarters subject to the limitation that no daily allowance can be drawn for any tour of less than 24 hours' duration—vide Item 14, Appendix 20, Civil Service Regulations.

G.O. No. 2328-P., Rev., 24-8-1848.

All classes of Revenue Inspectors are entitled to these concessions.

G.O. No. 1594, Rev., 29-5-11.

A Revenue Inspector placed in charge of a firka in addition to his own, can draw the special daily allowance of 8 annas when he travels in the firka which forms his additional charge.

G.O. No. 682, Rev., 11-3-1911.
G.O. No. 1106, Rev., 12-4-1912.

Government have sanctioned the appointment of probationary Revenue Inspectors in each district to provide for the training of men required for the higher division of the subordinate revenue establishments. For purposes of travelling allowance these officers are treated as ministerial officers until they are placed in actual charge of a firka or are doing the same duties as a Revenue Inspector in charge of a firka.

G.O. No. 417, Finl., 22-5-1897.

3. The special allowance of Re. 1 granted to Tahsildars—vide item 12, appendix 20, Civil Service Regulations can never be exchanged for mileage for journeys by road. But, when journeys are performed by these officers, partly by rail and partly by road within jurisdiction, they can draw the daily allowance in addition to the allowance admissible for the railway journey.

B.P. 1142, Mis., Rev., Sett., 26-4-1915.

The palm disease.—Tahsildars employed in the districts of Gōdāvari and Kistna are eligible for the same daily allowance and railway fare as ordinary Tahsildars.

[C.S.R.—1039, 1094 Exceptions & 1108]

Police officers.

G.O. No. 812, Fin., 20-11-1889.

1. Actual expenses allowed to Police officers are subject to the following maxima. These rates should not be exceeded except for

Page 210.—*Insert* the following as a new sub-paragraph under paragraph 1 under

[C.S.R.—1039]

Probationary Deputy Tahsildars are allowed to draw travelling allowance on the same scale as that allowed to clerks on similar pay in Collector's offices so long as they are not placed in charge of Deputy Tahsildar's divisions.

Compare G.O. No. 1471, Mis., 11-10-1905, commd. in Finl. Endt. No. 4380, 14-10-1905.

[VII, 10-5-19]

Page 210.—*Insert* the following as paragraph 4 under

[C.S.R.—1039]

4. Mica Inspectors and Assistant Mica Inspectors were transferred from the Forest Department to the control of the Revenue Department. They are not therefore treated as coming under item No. 14 of Appendix 20, Civil Service Regulations, for purposes of travelling allowance. Travelling allowance under the ordinary rules in the Civil Service Regulations is admitted to them, but the one-third extra daily allowance drawn by them while attached to the Forest Department is not allowed.

A.G.'s Orders, 29-11-1918.

[V, 6-3-19]

journeys in the Wynaad when 50 per cent in addition may be allowed :—

Inspectors and European Head Constables ...	Re. 1	for 10 miles.	G.O. No. 493, Finl., 6-3-1884.
Sub-Inspectors of Police	As. 12	do.	G.O. No. 1094, Judl., 2-7-1906.
Native Head Constables of all ranks ...	" 8	do.	
Constables	" 4	do.	

[C.S.R.—1039]

Ordinary Jurisdiction.

1. The term "jurisdiction" as used in this article means the area to which 'the duties of an officer are ordinarily confined.' In the case of Police officers in charge of divisions and their subordinates, it means the limits of the Police division in which they are serving, and in the case of Police Prosecuting Inspectors it means their headquarters. G.I. No. 4070, Finl., 21-10-1884 and G.Os. Nos. 2972-2973, Finl., 20-12-1884. G.I. No. 302, 15-6-1899, commd. in G.O., No. 993, Judl., 26-6-1899.

2. Under item 30 (1) of Appendix 20, Civil Service Regulations, Government have sanctioned the grant of daily allowances to Sub-Inspectors for all journeys on duty of more than 15 miles from their headquarters, provided the place to which they travel is beyond the limits of the police station to which they are attached. G.O. No. 604, Judl., 11-4-1912.

3. The journeys of survey subordinates while on the special duty of instructing karnams in surveying shall be considered as "on tour" and on duty "beyond their jurisdiction." Letter No. I-A 160, 13-11-1893. G.I. No. 3986, Finl., F.O. & A., 6-8-1909, and M.G., Finl., Endt. No. 2950-1, 19-8-1909.

4. Field and Deputy Surveyors and their peons will be allowed to draw travelling allowance for journeys and halts within their jurisdiction only on the certificate of the officer in charge of the Survey Party to which they are attached to the effect that they were employed on theodolite survey correction or supplemental survey, or preliminary investigation into land complaints for the period for which travelling allowance is claimed. G.O. No. 231131, Finl., 18-4-1912, commg. G.O. No. 1060, Rev., 9-4-1912.

5. Local Governments are authorized to sanction the payment of charges for the carriage of the baggage of policemen deputed from one station to another on duty within their own districts for short periods. G.O. No. 465, Judl., 13-3-1911.

6. Sub-Inspectors of Police placed in charge of rural circles or divisions are granted a daily allowance of Re. 1 when absent from headquarters, in lieu of the fixed monthly horse allowance of Rs. 15 to which they are entitled as Sub-Inspectors. G.I. No. 717-E.B., F.D., 18-6-1913, and G.O. No. 1192, Judl., 17-6-1913.

7. Constables and head constables escorting prisoners required to give evidence in Civil Courts will be entitled to railway fare in accordance with the rules issued by the railway company concerned for the regulation of prisoners and escort travelling on the line (vide also paragaph 567 of Police Orders, Volume I) and to the travelling allowance and batta ordinarily admissible to them under the Civil Service Regulations. G.O. No. 3064, Judl., 8-12-1915.

Journeys beyond jurisdiction.

[C.S.R.—1041]

G.O. No. 1825, Judl., 2-9-1895.

1. Government has declared it to be a part of the duty of Police officers to undergo a course of training in the system of anthropometry whenever and wherever directed to do so, by or by the authority of the Inspector-General.

Letter to T.O., Anantapur, No. 2839, 30-9-1891.

2. The Articles 56—59, Civil Service Regulations, do not apply to cases where an officer in order to shorten his journey to some place within his jurisdiction has to pass through stations which are not situated within his jurisdiction.

G.O. No. 559, Pub., 12-7-1907, commd. in M.G., Finl., No. R. 157, 29-7-1907.

3. The limit of ordinary jurisdiction of the Superintendent, Government Press, is extended to the whole of the Madras Presidency and he may within that limit depute his mechanics for the purpose of erecting and repairing machinery in the district presses or any of his subordinates to inspect those presses.

G.O. No. 2894, Rev., 1-9-1910, commd. in M.G., Finl., No. 3784-1, 8-9-1910.

4. The limits of the Sea Customs port or of the Land Customs station in which a Customs Sub-Inspector is employed has been declared to be his jurisdiction.

G.O. No. 3264-1, Finl., 12-8-1911.

5. The Government have declared that a Deputy Surveyor's range as fixed from time to time shall be the jurisdiction of the Deputy and Field Surveyors and the peons of the former.

G. O. No. 187, Finl., 10-4-1

[C. S. R.—1042.]

Scale of tent equipment supplied by Government to officers in the Madras Presidency

Class of officers. (1)	Rates of monthly tentage allowance paid by Government. (2)	Description of tents. (3)	Internal measurement, square feet. (4)	Approximate cost of tents. (5)	Remarks. (6)
REVENUE DEPARTMENT.				RS.	
Land Revenue Commissioners.	......	Swiss cottage tent	14′ × 14′ = 196	481	With carpet.
		Do.	10′ × 10′ = 100 ...	347	Do.
		Two single-poled tents	14′ × 14′ = 196 each.	1,026	Do.
		Four shamianas	16′ × 16′ = 256 „	1,110	With kanots and carpets.
		Two servants' pals	10′ × 10′ = 100 „	102	
		Four necessary tents	4′ × 4′ = 16 „	112	
				3,178	
Commissioner of Revenue Settlement, Survey, Land Records and Agriculture.	......	One single-poled Regulation tent (with a carpet).	16′ × 16′ = 256 ...	640	
		Do. do.	13′ × 13′ = 169 ...	525	
		Two bichoba tents (with a carpet each).	10′ × 10′ = 100 ...	352	
		Two servants' pals (no carpets) ...	15′ × 15′ = 225 ...	168	
		Two necessary tents (no carpets).	4′ × 4′ = 16 ...	88	
		One Swiss cottage tent (double poled) with a carpet.	14′ × 14′ = 196 ...	503	G.O. No. 2862, Revenue, dated 23rd November 1901, and G.O. No. 72, Judicial, dated 11th January 1904.
		One single-poled Regulation tent.	16′ × 16′ = 256 ...	656	
		Two Kabul tents (with a carpet each).	10′ × 10′ = 100 ...	234	G.O No. 934, Revenue, dated 16th February 1897.
				3,166	

Scale of tent equipment supplied by Government to officers in the Madras Presidency—cont.

Class of officers. (1)	Rates of monthly tentage allowance paid by Government. (2)	Description of tents. (3)	Internal measurement, square feet. (4)	Approximate cost of tents. (5)	Remarks. (6)
REVENUE DEPARTMENT —*cont.*				RS.	
Deputy Commissioner of Revenue Settlement.	...	Two tents either single or double pole. One bichoba tent or other small tent. One servants' or baggage tent ...	About 14 feet square.	...	This is the minimum tent equipment prescribed for Deputy Commissioner of Revenue Settlement, and approved in G.O. No. 1577, Revenue, dated 28th July 1879.
The Officer in charge of No. II Survey Party.	...	Swiss cottage tent	10′×6′ = 60 ...	30	The expenditure of Rs. 30 incurred and the purchase of a tent for the use of the Ganjām Revision Survey was sanctioned in G.O. R. No. 731, Revenue, dated 13th September 1907.
Director of Survey, Deputy and Assistant Directors of Survey in charge of Parties	...	One miniature Swiss cottage tent. One Swiss cottage tent ... ... One 80 lb. Field officer's tent ... One servants' tent	12′×12′ = 144 ... 14′×14′ = 196 ... 10′× 8′ = 80 ... 10′×10′ = 100 ...	... ...	G.O. P. No. 2701, Revenue, dated 29th November 1916. Finl. Endt. No. 7281-1, dated 1st December 1916.
Additional officers in the Parties.	...	One Swiss cottage tent ... ... One 80-lb. Field officer's tent ... One servants' tent	12′×12′ = 144 ... 10′× 8′ = 80 ... 10′×10′ = 100 ...	... ...	
Subordinates of the Survey Department.	...	Two Shikari pals (with bath room). Two servants' tents	10′×10′ = 100 each. 10′×10′ = 100 ,,	... ...	
Deputy Director of Agriculture, Fifth and Seventh Circles and Deputy Director of Agriculture, Sixth Circle.	...	One hill tent ... ... One necessary tent ... ... One Cashmere tent ... ... One servants' pal	14′×14′ = 196 ... 4′× 4′ = 16 ... 10′×10′ = 100 ... 10′×10′ = 100 ...	426 44 252 61 783	G.O. Mis. No. 2874, Revenue, dated 14th December 1916.

Deputy Director of Agriculture, Northern Division.	...	One hill tent	14′×14′ = 196 ...	426	
		One necessary tent...	4′× 4′ = 16 ...	44	
		One Kabul tent	10′×10′ = 100 ...	146	
		One servants' pal	12′×12′ = 144 ...	55	
				671	
Principal of the College of Agriculture, Coimbatore.	......	One hill tent with bath room ...	! × 14′ = 196 ..	448	For use by any of the officers at the College.
		One miniature Swiss cottage tent	10′ × 10′ = 100 ..	296	
		One servants' tent	10′ × ...	64	
		One necessary tent	4′ × ...	46	
		One shooting pal	10′ × ...	213	
		One servants' tent	10′ × 10′ = 100 ...	64	
				1,131	
Superintendent, Civil Veterinary Department.	.....	One Swiss cottage tent	14′ × 14′ = 196 ...	508	
		One servants' pal	10′ × 10′ = 100 ...	51	
		One necessary tent	5′ × 5′ = 25 ...	37	
		One office tent (old)	......	180	
				771	
Piscicultural Expert ...	......	One servants' tent	10′ × 10′ = 100 ...	156	G.O. No. 3288, Revenue, dated 3rd December 1908.
		One 80-lb. Field officer's tent ...	10′ × 8′ = 80 ...	...	G.O. No. 2519, Revenue, dated 21st August 1913, commd. with Finl. Dept. No. 5910-1, dated 23rd August 1913.
Camp clerk of the Sub-Collector, Bhadrāchalam, Gōdāvari district.	......	One sowar pal	......	50	The maximum rate of charge for the carriage of the tent is 9 pies per mile. Article 1042 (b) applies. G.O. No. 302, Judicial, dated 15th Feb. 1911.
Tahsildar, Nugur taluk.	......	Tahsildar's tent	10′ × 10′ = 100 ...	300	G.O. No. 1301, Judicial, dated 28th September 1909.
		One sleeping pal	10′ × 10′ = 100 ...		

NOTE.—No free means of conveyance is supplied by Government to officers but when tents are taken by rail or steamer the cost of their carriage is borne by the State. In such cases the travelling allowances otherwise admissible is not reduced (vide Articles 1000, exception to 1012, 1036 and 1042 of the Civil Service Regulations). The Director of Land Records, the Director of Agriculture, the Special Settlement Officers and the Registrar of Co-Operative Credit Societies are the only officers attached to the Settlement Department who draw tentage.

Scale of tent equipment supplied by Government to officers in the Madras Presidency—cont.

Class of officers. (1)	Rates of monthly tentage allowance paid by Government. (2)	Description of tents. (3)	Internal measurement, square feet. (4)	Approximate cost of tents. (5)	Remarks. (6)
REVENUE DEPARTMENT —*cont.*					
				RS.	
Three Revenue Inspectors, Bhadrāchalam taluk.	......	......	17′×11′ = 187 each	48 each	G.O. No. 2528, Revenue, dated 22nd August 1912.
Deputy Tahsildar of Chodavaram and Yellavaram.	......	Tahsildar's tent	10′×10′ = 100 each	300 each	G.O. No. 315, Revenue, dated 17th February 1913.
		One sleeping pal	10′×10′ = 100 ...		
The Deputy Tahsildar of Parlākimedi in the Ganjām district.	......	One miniature Swiss cottage tent.	10′×10′ = 100 ...	200	G.O. No. 694, Judicial, dated 11th April 1913, with Finl. Endt. No. 2657 1, dated 19th April 1913.
Deputy Tahsildars in the Vizagapatam Agency.	......	One cabrel pal	......	130	G.O. No. 827, Judicial, dated 1st May 1913.
SALT DEPARTMENT.					
Commissioner	No class of officers receive tentage allowances in this department.	One large single-pole tent ...	20′×16′ = 320 ..	680	
		One Swiss cottage tent	16′×16′ = 256 ..	521	
		One hill tent with 6 feet bath room attached.	14′×14′ = 196 ..	404	
		One Kabul pattern mess tent ...	18′×12′ = 216 ...	310	
		One sleeping pal complete with 5 feet walls and bath room attached.	12′×12′ = 144 ...	265	
		Two servants' tents	12′×12′ = 144 each	120	
		One necessary tent	4′×4′ = 16 ...	30	
				2,330	

Deputy Commissioners.	......	One Swiss cottage tent	14′×14′ = 196	444	Made throughout of four folds cloth complete with seven windows.
		One hill tent	14′×14′ = 196	404	Made throughout of four folds of cloth with pent roof bath-room 5′ × 5′ and five widows.
		One sleeping pal	12′×12′ = 144	240	Outerfly made of three folds of cloth and inner of four folds with wooden poles and two windows.
		One servants' tent	10′×10′ = 100	55	With 18″ walls on two sides made of three folds of cloth throughout.
		One necessary tent	4′× 4′ = 16	30	When pent roof size made of three folds of cloth throughout with 5½′ walls.
				1,173	
Assistant Commissioners	......	One hill tent	14′×14′ = 196	404	Same as Deputy Commissioner's tents.
		One sleeping pal	12′×12′ = 144	240	
		One servants' tent	*10 ×10′ = 100	55	* Except on the West Coast where they are 8′ × 8′.
		One necessary tent	4′× 4′ = 16	30	
				729	
Inspectors	......	One hill tent	12′×12′ = 144	354	Made throughout of four folds of cloth with pent roof bath-room 5′ × 5′ and five windows. Made of same materials as *12′ × 12′ size with wooden poles and 2 windows.
		One sleeping pal	10′×10′ = 100	155	
		One servants' tent	*10′×10′ = 100	55	Same as Deputy Commissioner's tents.
		One necessary tent	4′× 4′ = 16	30	
				594	

Scale of tent equipment supplied by Government to officers in the Madras Presidency—cont.

Class of officers. (1)	Rates of monthly tentage allowance paid by Government. (2)	Description of tents. (3)	Internal measurement, square feeet. (4)	Approximate cost of tents. (5)	Remarks. (6)
Forest Department.				Rs.	
Conservators of Forests.	No class of officers in this department except Deputy Collectors temporarily employed on Forest Settlement work receive tentage allowances.	One hill tent with bath-room ...	14′ × 14′ = 196 ...	383	
		One miniature Swiss cottage tent with punkahs.	12′ × 12 = 144 ...	254	
		One servants' tent	12′ × 12′ = 144 ...	56	
		Do.	10′ × 10′ = 100 ...	51	
		One necessary tent	4′ × 4′ = 16 ...	28	
		Three sowar pals	3 (10′×8′) = 240 ...	78	
				850	
District Forest Officers (other than those of the Nilgiris, Malabar and South Kanara).	......	One hill tent with bath-room (*a*)...	12′ × 12′ = 144 ...	332	In the Nilgiris, Malabar and South Kanara an additional miniature Swiss cottage tent (12′ × 12′) costing Rs. 254 is supplied instead of the hill tent (12′ × 12′) costing Rs. 332. The 80 lb. field officers' tent is supplied only to the District Forest officers of Ganjām, Vizagapatam, Upper Gōdāvari, Lower Gōdāvari, East Kurnool, West Kurnool, South Kurnool, North Salem, South Salem, North Arcot, North Cuddapah, East Cuddapah, the Nilgiris, Kollegal, North Coimbatore, Central Coimbatore, South Coimbatore and Tinnevelly.
		One miniature Swiss cottage tent with punkah.	12′ × 12′ = 144 ...	254	
		One servants' tent	10′ × 10′ = 100 ...	51	
		One necessary tent	4′ × 4′ = 16 ...	28	
		One 80 lb. field officers' tent with carpet and bath-room.	10′ × 8′ = 80 ...	82	
				747	
Assistant and Extra Assistant Conservators of Forests in Subdivision works or range charges.	......	One miniature Swiss cottage tent.	10′ × 10′ = 100 ...	180	
		One servants' tent	10′ × 10′ = 100 ...	51	
		One necessary tent	4′ × 4′ = 16 ...	28	
				259	

Forest Range officers ...	......	One shooting pal	10′ × 10′ = 100 ...	128	
		One servants' tent	10′ × 10′ = 100 ...	51	
				179	
Special Forest Officer, Parlākimedi Maliahs.	......	One hill tent	12′ × 12′ = 144 ...	378	G.O. Mis. No. 1636, Revenue, dated 18th July 1916.
Special Forest Officer, Golgonda Agency, and Hill Madgole in the Vizagapatam district.	......	Two miniature Swiss cottage tents.	10′ × 10′ = 100 each.	540	G.O. No. 950, Revenue, dated 28th April 1916.
POLICE DEPARTMENT.					
Inspector-General and Deputy Inspectors-General.	No tentage money is given and the rate of tentage allowance is not reduced in the case of officers to whom tents, etc., are supplied.	One Swiss cottage tent	14′ × 14′ = 196 ...	414	All sets are complete with chicks, purdhas, carpets, gunny bags and mallet, but pegs are not supplied except to miniature Swiss cottage and shooting pal tents.
		One hill tent with 5 feet bath room.	14′ × 14′ = 196 ...	404	
		One shooting pal with 4 feet walls.	10′ × 10′ = 100* ...	138	
		One servants' tent with 1½ feet walls.	12′ × 12′ = 144 ...	60	
		One necessary tent with 5 feet 10 inches walls.	4′ × 4′ = 16 ...	30	
				1,076	

NOTE.—The scale for Forest officers is based on rule 2, Appendix XVI to the Forest Code, as modified with reference to G.O. No. 282, Revenue, dated 27th January 1910, and G.O. No. 2808, Revenue, dated 12th October 1909; that for Land Revenue Commissioners on G.O. No. 334, Financial, dated 12th June 1907. The prices quoted are those of the Elgin Mills less 7½ per cent discount.

(a) The District Forest Officers of Kollegal, Central and South Coimbatore Divisions are supplied with a Field officers' cabinet tent (9′ × 8′) with bath-room instead of a miniature Swiss cottage tent.

* Except that the Deputy Inspector-General, Northern Range, will be supplied with a shooting pal 12′ × 12′ instead of 10′ × 10′.

Scale of tent equipment supplied by Government to officers in the Madras Presidency--cont.

Class of officers. (1)	Rates of monthly tentage allowance paid by Government. (2)	Description of tents. (3)	Internal measurement, square feet. (4)	Approximate cost of tents. (5)	Remarks. (6)
POLICE DEPARTMENT—*cont.*				RS.	
Superintendents ...	...	One hill tent with 5 feet bath room.	14′ × 14′ = 196 ...	404	
		One shooting pal with 4 feet walls.	12′ × 12′ = 144 ...	170	In Malabar, South Kanara and the Hill tracts the scale is—
		One servants' tent wtih 1½ feet walls.	12′ × 12′ = 144 ...	60	RS.
		One necessary tent with 5 feet 10 inches walls.	4′ × 4′ = 16 ...	30	One miniature Swiss cottage tent (bamboo poles, 3 folds cloth), 10′ × 10′ = 100 = 375
				664	One shooting pal with 4 feet walls (bamboo poles) 2 folds cloth in the outer and 3 folds in the inner fly and walls, 10′ × 10′ = 100 = 138
Assistant or Deputy Superintendents and Probationary Assistant or Deputy Superintendents.	......	One hill tent with 5 feet bath room.	12′ × 12′ = 144 ...	354	One servants' tent with 11 feet walls, 10′ × 10′ = 100 = 55
		One shooting pal with 4 feet walls.	10′ × 10′ = 100 ..	138	One necessary tent with 5 feet, 10 inches walls, 4′ × 4′ = 16 ... ... = 30
		One servants' tent with 1½ feet walls.	12′ × 12′ = 144 ...	60	598
		One necessary tent with 5 feet 10 inches walls.	4′ × 4′ = 16 ...	30	
				582	
Officer in charge of the Police Sub-Division at Karur, Trichinopoly District.	... ...	One hill tent with bath-room ...	12′ × 12′ = 144	800 0 0	G.O. No. 578, Judl., 28-3-11.
		One shooting pal	10′ × 10′ = 100 ..		
		One servants' tent	12′ × 12′ = 144 ...		
		One necessary tent	4′ × 4′ = 16 ...		

The Police Inspector, Nugur Division.	......	One shooting pal	12′ × 12′ = 144 ...	240	G.O. No. 967, Judl., 24-6-1910.
Police Inspectors in the Agency tracts of Ganjām, Vizagapatam and Gōdāvari.	......	Do.	10′ × 10′ = 100 ...	185	Payment of charge for conveyance will be regulated, by art. 1042 (*b*), Civil Service Regulations. G.O. No. 1589, Judl., 4-10-1912 and G.O. No. 321, Finl., 4-11-1912.
PUBLIC WORKS DEPARTMENT.	Orders of Government sanctioning the scale—				
Chief Engineer, Public Works Department.	G.O. No. 2476 W., dated 1st September 1903.	Two hill tents ... ... One servants' pal ... ... One necessary tent	14′ × 14′ = 196 ... 12′ × 12′ = 144 ... 4′ × 4′ = 16 ...	852 60 30 942	
Chief Engineer for Irrigation.	G.O. No. 3528 W., dated 16th December 1897.	One Swiss cottage tent ... ... One hill tent with bath room attached. One servants' tent ... ... One necessary tent	16′ × 16′ = 256 ... 14′ × 14′ = 196 ... 12′ × 12′ = 144 ... 4′ × 4′ = 16 ...	580 404 60 30 1,074	
Superintending Engineers.	G.O. No. 270 W., dated 30th January 1894 and G.O. No. 2496 W., dated 3rd January 1903.	One Swiss cottage tent ... .. One hill tent with bath-room attached. Two servants' tents ... ... Two necessary tents	14′ × 14′ = 196 ... 14′ × 14′ = 196 ... 12′ × 12′ = 144 ... 4′ × 4′ = 16 ...	444 404 120 60 1,028	Tent pitchers are not supplied in the Public Works Department at the expense of the State. No reduction is made in the rate of travelling allowance in the case of officers to whom tents are supplied, and no tentage money is given in lieu of tents. No regulations exist in the Public Works Department as to the renewal of tents.
Executive Engineers ...	Do.	One Swiss cottage tent ... ... One hill tent with bath-room attached.	12′ × 12′ = 144 ... 12′ × 12′ = 144 ...	450 354	

Scale of tent equipment supplied by Government to officers in the Madras Presidency—cont.

Class of officers. (1)	Rates of monthly tentage allowance paid by Government. (2)	Description of tents. (3)	Internal measurement, square feet. (4)	Approximate cost of tents. (5)	Remarks. (6)
Public Works Department—*cont.*				Rs.	
Executive Engineer—*cont.*		Two servants' tents	10′ × 10′ = 100 ...	110	Members of the department who have to travel by canals are supplied with boats at the expense of the State, rent for the use of the boats being received as follows:—
		Two necessary tents	4′ × 4′ = 16 ...	60	
				974	
Assistant Engineers ...	G.O. No. 270 W., dated 30th January 1894, and G.O. No. 2496 W., dated 3rd January 1903.	One hill tent with bath-room ...	12′ × 12′ = 144 ...	354	Kurnool canal—
		One Cashmere tent	10′ × 10′ = 100 ...	252	Rs. per mensem: Executive Engineers. 24; Assistant Engineers. 16; Upper Subordinates. 12
		Two servants' tents	10′ × 10′ = 100 each	110	
		Two necessary tents	4′ × 4′ = 16 ,,	60	
				776	Gōdāvari and Kistna Deltas and the Buckingam canal—
Upper Subordinates (European).	G.O., No. 270 W., dated 30th January 1894 and G.O. No. 80 W., dated 8th January 1902.	One hill tent with bath-room ...	10′ × 10′ = 100 ...	330	Rs. per mensem: For special boats (costing more than Rs. 1,400 each) 30; For first-class boats. 24; For second-class boats—Subordinates drawing Rs. 200 and upwards ... ... 16; Subordinates drawing less than Rs. 200. 12
		One servants' tent	10′ × 10′ = 100 ...	55	
		One necessary tent	4′ × 4′ = 16 ...	30	
				415	

Upper Subordinates (Indian) when necessary.	......	One shikari pal with bath-room ...	10′ × 10′ = 100 ...	158	Officers are required to maintain their own crew, etc., and are permitted to draw the travelling allowance admissible under the rules. Repairs to the boats are carried out by Government.
		One servants' tent	10′ × 10′ = 100 ...	55	G.O. No. 82 W., 11-1-1913.
urveyors (when necessary).	......	One shikari pal with bath-room ...	10′ × 10′ = 100 ...	158	All sets are complete with chicks, purdahs, carpets, gunny-bags and mallet, but pegs are not supplied except to Cashmere tents.
SANITARY DEPARTMENT.					
Sanitary Commissioner and Deputy Sanitary Commissioner.	......	One hill tent with 5 feet bath-room attached.	14′ × 14′ = 196 ...	350	
		One sleeping pal with walls 4 feet high.	12′ × 12′ = 144 ...	113	
		One servants' tent with walls with 1½ feet high.	12′ × 12′ = 144 ...	60	
		One necessary tent with walls 5 feet 10 inches high.	4′ × 4′ = 16 ...	30	
				553	
Deputy Inspectors of Vaccination, Koraput and Jeypore ranges.	......	Kabul pal double fly for each ...	9′ × 9′ = 81 ..	75 inclusive of Railway freight and other charges.	The payment of charges for conveyance will be regulated by article 1042 (*b*), Civil Service Regulations. G.O. No. 1048 L., 29-8-1913, commd. with Finl. No. 5614-1, 2-9-1913.
REGISTRATION DEPARTMENT.					
Inspector-General of Registration.	......	One Swiss cottage tent	14′ × 14′ = 196 ..	444	
		One hill tent with bath-room attached.	14′ × 14′ = 196 ..	404	
		Two servants' tents	12′ × 12′ = 144 each	120	
		Two necessary tents	4′ × 4′ = 16 „	60	
				1,028	

Tents.

[C.S.R.–1042.]

A.-G.'s letter Nos. 61 and 132-I-A.C.M., 29-6-1898 and 19-9-1898, respectively, to Bd. of Rev., Sep. Rev.

1. When tentage is claimed under article 1042 (*b*) the claim should be supported by a certificate to the effect that nothing is charged beyond actual expenses.

G.O. No. 59, Finl., 9-3-1910 (G.A. 43-B.-3 of 1909–10.)

2. Forest officers who draw the special rates of mileage for which they are eligible under the exception to Article 1042 and Article 1036 (*a*), Civil Service Regulations, are not entitled to the concession in regard to carriage of tents under this article.

B.P. No. 3767-R., Salt, 2-12-1908.

3. Inspectors and Assistant Inspectors of the Salt, Abkari and Customs Department are allowed two carts for the conveyance of a full set of tents when on tour and may recover half the cost of these carts on tentage bills.

The statement below shows the rates fixed for ten miles for the carriage of a full set of tents in the several districts of the Madras Presidency :—

Statement showing the rates fixed per ten miles for the carriage of Salt and Abkari Inspectors' and Assistant Inspectors' tents in the several districts of the Madras Presidency.

District.	Taluk.	Rate per ten miles for a full set (2 carts). RS.	A.	P.	Authority.
Ganjām	......	1	14	0	B.P. No. 2246, dated 3rd August 1916.
Vizagapatam ...	......	1	14	0	
Gōdāvari	......	2	8	0	
Kistna	......	3	0	0	
Guntūr	......	2	8	0	B.P. No. 3767-R., Salt, dated 2nd December 1908.
Nellore	......	2	4	0	
Anantapur ...	......	2	0	0	
Chingleput ...	......	1	14	0	
South Arcot ...	......	2	8	0	
North Arcot ...	......	2	4	0	
Bellary	......	2	8	0	
Kurnool	......	2	8	0	
Cuddapah	......	2	0	0	
Salem	......	1	14	0	
Tanjore	......	2	8	0	
Trichinopoly ...	......	2	8	0	
Madura	......	2	8	0	
Tinnevelly ...	......	2	8	0	
Coimbatore ...	Kollegal and Satyamangalam taluks ...	3	0	0	
	Palamalai and Bargar hills of the Bhavani taluk.	4	0	0	
	Udamalpet and Pollachi taluks ...	3	4	0	
	Rest of the district	2	8	0	
The Nilgiris ...	Gudalur taluk	4	0	0	
South Kanara ...	Hilly tracts of Uppinangadi taluk ...	3	8	0	
	Rest of the district	2	8	0	
Malabar ...	Chirakkal and Kottayam taluks ...	5	0	0	
	Kurumbranad and Calicut taluks ...	3	12	0	
	Ernad, Walavanad, Palghat and Ponnani taluks.	2	8	0	
	Wynaad taluk	6	4	0	

District.	Taluk.	Rate per ten miles for a full set (2 carts).	Authority.
		RS. A. P.	
Malabar—*cont.*	Eleven miles of ghat road leading to Nadugam (Gudalur taluk) from Vaghikadam.	4 0 0	B.P. No. 3767-R., Salt, 2nd December 1908.
	Attapada valley in the Walavanad taluk comprised within the local limits of Coimbatore circle.	4 0 0	
Madras	......	1 14 0	

4. The following is a description of the different portions of a set of tents, taken from B.P. Mis. No. 1214 (Separate Revenue), dated 26th March 1898 :—

Hill tent with or without bath'-room ... ... or Sleeping pal with necessary and servants' tents or either	½ set.
Sleeping pal alone	¼ "
Necessary or servants' tent alone	⅛ "

The above rates do not include batta to cartmen for halts. The rate of halting batta per cart per day is 6 annas in Kistna and Guntūr districts and 4 annas elsewhere. The maximum rate is 6 annas a day for a cartman in the Ganjām district and 4 annas elsewhere.

B.P. No. 552, Mis., 18-2-1891.
B.P. No. 2246, 3-8-1916.

5. Inspectors are allowed to charge for the carriage of office records and furniture at one-fourth the rate now fixed for the carriage of a full set of tents.

B.P. No. 3767, Sep. Rev., 2-12-1908.

NOTE.—The Inspectors and Assistant Inspectors of the Coimbatore Circle are allowed the hire of half a cart at Rs. 1-4-0 for 10 miles for the carriage of their office records and furniture while travelling in the Coonoor and Ootacamund taluks of the Nilgiris and the Anamalai hills of the Coimbatore district.

B.P. No. 3976, Sep. Rev., 22-12-1908.

6. Halting batta not exceeding 4 annas per diem may also be granted to cartmen engaged for the conveyance by road of tents of Police officers on tour. Only two carts are allowed for a full set of tents. The batta will be granted only when absolutely necessary, and the responsibility for restricting the batta to cases of absolute necessity rests with the Inspector-General of Police.

G.O. No. 644-R., Fin., 18-5-1897.

7. The Tahsildar of Nugur taluk who is supplied with Government tents may be paid actual expenses not exceeding 1½ annas per mile for the carriage of tents.

G.O. No. 1301, Judl., 28-6-1909.

8. The Government have fixed the maximum rate within which charges may be incurred for the carriage of Sub-Assistant Surgeon's tents in Vizagapatam district at 1 anna per mile exclusive of tolls.

G.O. No. 109, Judl., 24-1-1912.

9. The three Revenue Inspectors in the Bhadrachalam taluk, Gōdāvari district, who are supplied with Government tents may be paid actual expenses not exceeding 9 pies per mile for their carriage.

G.O. No. 2528, Rev., 22-8-1912.

10. The Deputy Tahsildars of the Chodavaram and Yellavaram in the Gōdāvari Agency, who are supplied with Government tents, may be paid actual expenses not exceeding 1½ annas per mile for their carriage.

G.O. No. 315, Judl., 17-2-1913.

G.O. No. 605, Judl., 29-3-1913, commd. with Endt. No. 2388-1, Finl., 2-4-1913.

11. Government have sanctioned the following maximum rates for payment of charges for the conveyance of tents supplied to Police Inspectors in the Agency Tracts of Ganjām, Vizagapatam and Gōdāvari and to the Police Inspector, Nugur Division :—

(*a*) Ganjām at As. 1–3 per mile.
(*b*) Vizagapatam and Jeypore at 1 anna per mile.
(*c*) Gōdāvari at As. 1–6 per mile.
(*d*) Nugur at As. 1–6 per mile.

G.O. No. 694, Judl., 11-4-1913, with Finl. Endt. No. 2657-1, 19-4-1913.

12. The maximum rate within which charges may be incurred by the Deputy Tahsildar of Parlākimedi in the Ganjām district for the carriage of the tent supplied to him has been fixed by Government at 6 pies per mile.

G.O. No. 827, Judl., 1-5-1913.

13. The maximum rate within which charges may be incurred for the carriage of tents by the Deputy Tahsildars in the Vizagapatam Agency are fixed at 6 pies per tent per mile, the payment of the charges being regulated by Article 1042 (*b*), Civil Service Regulations.

14. The maximum rate within which charges may be incurred for the carriage of tents by the Deputy-Inspectors of Vaccination in charge of Koraput and Jeypore ranges are fixed at 6 pies per tent per mile.

SECTION II.—PERMANENT ALLOWANCES.

Under what Conditions exchangeable.

[C.S.R.—1044]

G.I., F.D., No. 1598, E.B., 9-1-1914, to A.G., Bengal. (G.A. 45-13 of 1913-14.)

When an officer travels on a free pass in a Company's steamer within his jurisdiction, a deduction for the free steamer pass should be made from the permanent travelling allowance as is made for free railway pass in the case of journeys by rail under Article 1044 of the Civil Service Regulations.

[C.S.R.—1045]

1. The exchange admissible by this article has been permitted by the Local Government to the officers mentioned below :—

List of Officers who are permitted the exchange referred to in Article 1045 of the Civil Service Regulations.

Number and date of G.O. sanctioning the exchange.	Designation of officer.	Limitation, etc.
No. 491, Fin., 28-6-1895 ...	Sub-Assistant Inspectors of Muhammadan Schools.	......
M.G.O. No. 1129-I, Fin., 15-3-1906, commg. M.G.O. No. 152, Edl., 6-3-1906.	Sub-Assistant Inspector of Sanskrit Schools, Madras.	......
G.O. No. 560, Mis., Edl., 26-6-1912.	Supervisors of Sanskrit Schools ...	......
No. 2760, Rev., 16-9-1913, commd. in Finl. Endt. No. 6004-1, 20-9-1913. Gr. ii Spl. 1-3 of 1913-14.	Sub-Assistants (I, II and III classes), Head Surveyors, all classes, Sub-Assistants' clerks and draftsmen (one of each grade), Sub-Assistants' and Head Surveyors' peons.	Members of field establishment who are in receipt of fixed travelling allowance.

[C.S.R.—1046]

1. An officer in receipt of a permanent monthly allowance should, when proceeding under proper authority beyond his jurisdiction, make choice between the permanent travelling allowance for the *whole* period of his absence and the allowance which would be admissible, under Article 1065, to an officer with a daily allowance on the days on which he travels so as to fulfil the conditions laid down in this article. — G.I. No. 879, F.D., 16-2-1889.

NOTE.—Under the above ruling and article 1046, an officer who exchanges his permanent travelling allowance for the allowances admissible under article 1065 of the Regulations, forfeits his permanent travelling allowance for the entire period of his absence, and is entitled to no daily allowance for days on which he does not actually travel. — G.I. No. 3161-P., F.D., 23-6-1894.

2. This Article is not applicable in cases where an officer proceeds beyond his jurisdiction merely in order to get from one part of his jurisdiction to another. — See Art. 1041.

3. The term "entire journey" relates to the particular journey which takes an officer out of his jurisdiction wherever that journey may start from or end. It should not be held to commence from the date on which the officer last left his headquarters. — A.-G.'s decision, 29-9-1904, on letter from the Inspector of Schools, N. Circle.

4. An officer in receipt of permanent travelling allowance who claims travelling allowance under Article 1116 of the Civil Service Regulations, for appearing at an obligatory departmental examination and exercises the option allowed by Article 1046 of exchanging his permanent travelling allowance for the allowances admissible for the journey under Article 1065, cannot draw mileage, if his journey by road does not exceed 20 miles in a day. — G.I. No. 3758-P., Fin., 6-7-1906.

Not drawn during Leave, etc.

[C.S.R.—1047]

1. The permanent monthly allowance and conveyance allowance, which are inadmissible during joining time, should not be claimed in full in pay bills and then refunded in travelling allowance bills, but should be omitted entirely in calculating the claims to be drawn in pay bills. — Letter to D.G., P.O., N.T.A. C.O., No. 65, 4-10-1893.

[C.S.R.—1048]

List of permanent monthly travelling allowance referred to in Article 1048.

Number of entry.	Designation of officer.	Rate of permanent travelling allowance. Rs. A. P.	
	Land Revenue.		
1	Field Establishments of the Survey Department in the Madras Presidency, only while working in the field—		
	Sub-Assistants (1st class) on pay of Rs. 250	40 0 0	
	Sub-Assistants (2nd and 3rd classes) on pay of Rs. 200 and Rs. 150, respectively	30 0 0	
	Head Surveyors (all classes) on pay of Rs. 100, Rs. 80 and Rs. 60	20 0 0	G.I., F.D., No. 537-E.B., 6-5-1914.
	Sub-Assistants' clerks and draftsman (one of each grade) on pay of Rs. 15 and Rs. 20	5 0 0	G.O. No. 341, Finl., 18-5-1914.
	Sub-Assistants' and Head Surveyors' peons on pay of Rs. 7	3 0 0	(G.A. 45-7 of 1914-15.)

Number of entry.	Desigaation of officer.	Rate of permanent travelling allowance. RS. A. P.
	Excise.	
2	Inspector of Excise, Villupuram Circle; Inspector and two Assistant Inspectors, Madras Town Circle	60 0 0
	Forest.	
3	Probationers for admission to the Imperial Forest school at Dehra Dun during the term (3½ months) of practical training	25 0 0
4	Deputy Rangers and Foresters in charge of training ranges in Madras	12 0 0
	Education.	
5	Sub-Assistant Inspectors of Schools in the hill tracts in Northern Circars	50 0 0
6	Sub-Assistant Inspectors of Schools, Nilgiris district, Coorg, Malabar, South Kanara and North Coimbatore	37 8 0
7	Sub-Assistant Inspectors of Muhammadan Schools in the Madras Presidency	35 0 0
8	Sub-Assistant Inspectors of Schools except those mentioned above (i.e., 5, 6 and 7) and those placed in charge of districts as District Assistant Inspectors	25 0 6
9	Supervisors of Elementary Schools in Malabar, South Kanara, and North Coimbatore	18 12 0
10	Supervisors of Elementary Schools in the hill tracts of Northern Circars	25 0 0
11	Supervisors of Muhammadan Elementary Schools except those mentioned in 9 and 10	15 0 0
12	Supervisors of Hindu Elementary Schools except those mentioned in 9 and 10	12 8 0

G.O. No. 920, Edl., 20-8-1915.

[C.S.R.—1049 (*a*)]

G.I., Letter, No. 1153, Fin., 176-4, 6-10-1915 and G.O. No. 2350, Press, 25-10-1915.

The Government of India have sanctioned the grant to the special Veterinary Assistant employed by the Madras Forest Department of a fixed permanent travelling allowance of Rs. 20 per mensem in lieu of ordinary travelling allowance.

Rate of Allowance.

[C.S.R.—1050]

G.O. Mis. No. 2748, Rev., 26-7-1899.

1. Foresters, not in charge of ranges, can exchange their monthly permanent travelling allowance for daily rates, without special reference, to the maximum limit imposed by Article 1050, when they are employed on elephant-catching operations.

G.O. No. 946, Rev., 28-4-1916, commd. in Finl. Endt. No. 2688—1, 5-5-1916.

2. Fixed travelling allowance of Rs. 12 per mensem may be granted to Deputy Rangers travelling in the Javadi Hills, subject to the condition that they spend at least twenty days in each month on the hills; but the allowance will be reduced to Rs. 8 per mensem, if their stay is for a shorter period.

SECTION III.—DAILY ALLOWANCES CONDITIONS.

Conditions of Grant.

[C.S.R.—1052]

G.O. Mis. No. 3017, Rev., 29-7-1896.

1. Revenue Inspectors, attending survey schools for karnams, beyond their firkas (jurisdiction), should be considered to be on tour and granted halting allowance up to a limit of ten days.

2. An officer, who during the course of his tour returns temporarily to headquarters on a Sunday or public holiday to attend to his private business, is not entitled to draw halting allowance for the day or days spent at headquarters, halting allowance being inadmissible for any day, whether Sunday or holiday, unless the officer is actually and not merely constructively in camp. G.I. No. 424-P., F., 21-1-1905.

Minimum Limit of Distance.

[C.S.R.—1055]

1. Travelling allowance is inadmissible for journeys within a radius of five miles from headquarters, even though the distance travelled over may be more than five miles. The radius of five miles from headquarters for journeys within which no travelling allowance is admissible should be determined with reference to the provisions of Article 998, Civil Service Regulations. G.I. No. 1635-P., F., 15-3-1907.

NOTE.—(1) In cases where a village is less, in a straight line, than five miles from headquarters, but more than five miles by the only practicable route to it, travelling allowance may be admitted by that route, but the allowance cannot be granted simply on the ground that a journey exceeding five miles was performed in visiting several villages, none of which was more than five miles from headquarters by the ordinary direct route.

(2) Article 1055 applies to cases where the officer comes to a halt without reaching a distance exceeding five miles from headquarters. But it does not apply when the journey is continued without interruption to a point more than five miles distant from headquarters even though at the expiration (midnight) of the day on which he started he has not yet reached such a point. G.I. No. 929, Fin., 5-2-1874.

2. An officer who, while halting at headquarters and drawing allowance under Article 1059 (*a*), makes a journey of five miles or less returning the same day to headquarters may be granted allowances, under both Articles 1055 and 1059 (*a*), subject to the restriction contained in the last section that the total sum received shall not exceed the daily allowance. G.I. No. 3886, S.R., Fin., 4-9-1897.

3. Revenue Inspectors and their peons and chainmen attached to temporary Land Records Inspectors are exempted from the operation of this article and have been permitted to draw daily allowance for the day on which they leave and that on which they return to headquarters subject to the limitation that no daily allowance can be drawn for any tour of less than 24 hours' duration. G.I. No. 383, F.O. and A., 22-1-1910 and G.O. No. 354, Rev., 2-2-1910, commd. with Finl. Endt. No. 834-1, 28-2-1910.

4. An officer is not entitled to add short journeys within the 5-mile radius to separate journeys, made on the same day, which extended beyond the 5-mile radius and charge mileage for the whole distance travelled. G.O. No. 2063, Rev., 18-6-1910; G.O. No. 1146 P., Rev., 28-4-1899; G.O. No. 3144, Rev., 22-9-1910; and G.I. No. 1768, Home Dept., 25-10-1884.

[C.S.R.—1056]

1. The proviso in clause (*B*) under this article was intended to enable Local Governments to prevent the ten days' limit operating as a hardship to an officer who is actually obliged, for reasons of public duty, to continue expenditure of the kind which travelling allowance is intended to meet; and the question whether or not there exists a hardship requiring a remedy is one for the judgment of the Local Government in passing orders on the case. G.I. letter No. 5677 Ex., 6-12-1895, in G.O. No. 34, Finl., 14-1-1896.

G.O. No. 754, Finl., 7-9-1901.

2. In sanctioning exemption from the operation of Article 1056 (*b*) in the case of a Forest Ranger deputed on special duty outside the limits of his charge for a halt of five months away from his ordinary headquarters, Government considered that the proper course in such cases is to grant a deputation allowance under Article 81, Civil Service Regulations, and decided not to grant similar exemptions in future.

G.O. No. 251, Finl., 18-6-1910.

3. Heads of departments and officers should observe the following general principles in recommending exemptions from the operation of Article 1056:—

(i) No exemption beyond the ten days' rule will be given for halts of less than fifteen days in all.

(ii) In other cases no exemption from the general ruling in Article 1056, will be given unless it is stated that the ordinary camp equipage has been maintained *or* it is shown that the officer in whose favour the exemption is asked for has been put to appreciable additional expense in connection with the halt. It must also be certified that the halt was in the public interests.

(iii) In every case in which exemption is asked for on the ground of additional expense, the amount and character of such outlay should be roughly given and it should be borne in mind that extra expense in this connection means expense which an officer would not have incurred had he remained in headquarters.

(iv) The halting allowance granted for periods in excess of ten days will be so regulated as to cover the extra expense admitted as legitimate, but no more.

4. The following is a list of officers and establishments exempted wholly from the operation of Article 1056, Civil Service Regulations:—

(*a*) Menial servants in all departments.

Land Revenue.

(*b*) Establishments accompanying Revenue Officers on their visits to the Laccadives.

(*c*) Revenue Inspectors.

G.O. No. 137, Finl., 21-2-1914. (T.M. 24-23 of 1913-14.)

(*d*) Jamabandi establishments in respect of halts made in excess of ten days at one place during Jamabandi. The usual daily allowance may be paid to them for the entire periods of such halts.

(*e*) Shroffs and other inferior servants in the Madras Presidency travelling with remittances, provided that the Collector or Accountant-General, as the case may be, certifies that detention for more than ten days was unavoidable.

(*f*) *Opium.*—Officers of the opium department employed on settlement or weighment duties.

(*g*) *General Administration.*—Examiner of Local Fund Accounts and Local Auditors, Madras, and their Assistants and the Clerk of the office of the Accountant-General, Madras, who may be deputed to audit the accounts of the Lawrence Asylum Press and Lawrence Asylum, Ootacamund.

(*h*) Clerks and potdars travelling in charge of remittances provided that the Accountant-General or the Commissioner or Deputy Commissioner of Paper Currency of the Province in which the

receiving treasury or currency office is situated certifies that the detention for more than ten days was unavoidable.

NOTE.—The payment of daily allowance in excess of ten days to a shroff accompanying a remittance may be passed in audit on the production of a certificate signed by a currency officer or a mint master that the detention of the shroff for the period was necessary and unavoidable. G.I.,F.D. No. 921-E.B., 24-7-1913.

Education.

(*i*) *Clerks of Inspectors of Schools and Inspectresses of Girls' schools in Madras.*—Every charge under the concession must be supported by a certificate from the Inspector or Inspectress to the effect that the sum charged does not exceed the expenses for locomotion only for the journey on which the halt occurred.

Scientific and other Minor Departments.

(*j*) Officers of the Archæological Survey Department and their establishments.

Medical Department.

(*k*) Members of the Malaria staff working under the direction of the Malaria Board. G.O. No. 457, Finl., 6-7-1914.

5. The following officers and establishments have been exempted from the operations of Article 1056, Civil Service Regulations, on the understanding that they maintain camp equipage :— G.I. No. 306-F., O. and A., Finl., 16-1-1909 and App. 23, C.S.R., 4th Edn.

(*a*) Officers of the Forest Department and their establishments.

(*b*) A Police or any other officer attending a fair, darbar or agricultural exhibition when the magistrate of the district certifies that his presence was necessary.

NOTE.—Clause (*b*) above does not apply to Hospital Assistants deputed on cholera duty. M.G. No. 839, 28-4-1884.

(*c*) Officers of the Public Works Department employed on surveys. A.G., P.W.D., No. 996-E., 24-8-1899.

NOTE.—This applies only to officers on regularly constituted surveys sanctioned by Local Government and not to an officer temporarily detached on special survey duty.

6. The Local Government is empowered to grant at its discretion to any or all of the medical officers and subordinates who are deputed to attend the Malaria class held at Amritsar and similar classes to be held in future halting allowance either for ten days or if it thinks that the circumstances justify the grant of this concession, for a longer period. G.I. No. 5996, C.S.R., F.D., 17-11-1910 and G.O. No. 1046, Pub., 10-11-1910.

7. Land Records Superintendents and Land Records Tahsildars (who are required to hold survey classes for the training of candidates for the post of Land Records Inspector and of Land Revenue Inspector) and the establishments of these officers have been exempted from the operation of Article 1056, Civil Service Regulations, for halts in excess of ten days necessitated by the holding of such classes. They will draw the usual daily allowance for the first ten days of the halt and half rates after that period. M.G. letter No. 1107-A/08-1, Rev., 27-4-1908 ; G. of I., Rev. and Agr. Dept. letter No. 743/260-2 of 8-6-1908 and G. of I., Fin. Dept., 3507-P., 13-6-1908 and G.O. No. 1702, Rev., 18-6-1908. Case G.A. 46 (c) 12 of 1908-09.

G.O. Mis. No. 2823, Rev., 11-12-1916, commd. with Endt. No. 7629-1, Finl., 12-12-1916.

8. Settlement officers and their establishments while employed in imparting instructions to Assistant and Deputy Collectors deputed for settlement training are exempted from the operation of Article 1056, Civil Service Regulations. They will draw the usual daily allowance for the first ten days of their halt at the place of instruction and half the allowance after that period.

G.O. No. 124, Finl., 23-3-1909.

9. Firka Revenue Inspectors, while engaged in the training of karnams in survey, will, when the survey school is held outside their jurisdiction, be permitted to draw daily allowance at half the usual rate for halts beyond the first ten days.

G.O. No. 221, Finl., 2-4-1912.

10. The Principal and the Assistants and the students of the Madras Forest College, Coimbatore, already in Government service will be permitted to draw daily allowance at half the usual rates for all halts beyond the first ten days.

M.G.O. No. 208, Finl., 14-3-1913.

The Sub-Assistant Surgeon, the Drill Instructor and the clerks of the Madras Forest College, Coimbatore, are exempted from the operation of Article 1056, Civil Service Regulations, and permitted to draw daily allowance at half the usual rates for all halts beyond the first ten days.

G.O. No. 33, Finl., 27-1-1910.

Instructors and students of the Forest Vernacular Training schools for Foresters and Forest Guards are exempted from the operation of Article 1056, Civil Service Regulations, in respect of halts made in excess of ten days during periods of practical training and should be paid the usual daily allowance for the entire period of such halts.

G.O. No. 908, Finl., 8-12-1914.

11. Members of parties of police deputed on duty for special purposes, such as festivals, have been exempted from the operation of Article 1056 of the Civil Service Regulations. They can be allowed, in respect of halts made by them in excess of ten days at one place, full daily allowance admissible under the rules for the first ten days and half that rate for the remaining period of such halts.

Finl. Memo. No. 2799, 3-5-1915.

NOTE.—This exemption does not apply to the gazetted officers of the Police department.

G.O. No. 631, Finl., 28-10-1916.

The above concession will be applicable to cases in which one or more police officers are deputed on duty connected with one or more of the special purposes mentioned below and should cease altogether after a month in each individual case:—(1) festival duty, (2) cattle fairs, (3) special private guards, (4) special duty at Gopalpur port to watch passengers, (5) the watching of plague-infected houses or localities, (6) the patrolling of villages for prevention of crime, (7) apprehended or actual disturbances, (8) the surveillance and supervision of criminal tribes, and (9) mobilization duties.

G. of I., F.D. No. 904-E.B., 7-12-1912.

12. The following officers are empowered to grant exemption from the operation of Article 1056, Civil Service Regulations, in individual cases, subject to conditions (*a*) and (*b*) of the article and up to a limit of thirty days:—

(1) The Comptroller-General in respect of gazetted officers subordinate to him.

(2) The Accountant-General in respect of all officers serving under him.

G.O. No. 22, Finl., 13-1-1911.

13. Collectors of Districts and the Accountant-General have been empowered to sanction exemptions from the operation of Article 1056,

Page 232.—*Insert* the following as paragraph 12 (A) under :—

[C.S R.—1056]

12 (A). The Public Works Department of the Madras Government can sanction exemption from the operation of article 1056, Civil Service Regulations. Paragraph 4 of Annexure to G.O. No. 315, Finl., 29-4-18.

[IV, 8-2-19]

Civil Service Regulations, in the case of halts at hill stations made by shroffs and other servants travelling with remittances subject to the condition that the power is exercised only in respect of halts not exceeding 30 days.

Halts at Headquarters.

[C.S.R.—1059 (*a*)]

1. The following rulings will in future be applied in regard to claims under Article 1059 of the Civil Service Regulations :—

(*a*) The ten days mentioned in Article 1059 (*a*) shall be held to refer to the first ten days after the return of an officer from camp. G.O. No. 765, Finl., 12-9-1898.

(*b*) In order to establish a claim under Article 1059, not only must it be necessary to maintain camp equipage, but camp equipage must actually be maintained.

(*c*) Officers on casual leave may be permitted to draw, subject to the conditions of Article 1059, Civil Service Regulations, the actual expenses (not exceeding the daily allowance) of keeping up camp equipage at their headquarters. G.O. No. 466, Finl., 29-10-1910; G.I. No. 1193, C.S.R., F.D., 27-2-1911; G.O., No. 120, Finl., 8-3-1911.

2. The actual expense of keeping up camp equipage during halts at headquarters is the difference between the actual outlay incurred by an officer in maintaining the equipage during that time and the outlay he would incur if he could discharge it and had nothing to do with it till he wanted it again. Interest on capital outlay, and charges on account of depreciation and repairs, as well as the upkeep of horses, palkies, etc., used only for the conveyance of the officer on his marches, cannot be reckoned as "actual expenses" of keeping up camp equipage. The cost of maintaining private conveyance of any sort should not be included in the computation of "actual expense." G.I. No. 1865, Fin., 17-12-1883, M.G.O. No. 5, Finl., 7-1-1884. M.G.O. No. 1245, Finl., 5-9-1885.

3. The cost of maintaining camp equipage hired by the month may be included in the actual expense. This is not classed as private conveyance. G.I. No. 831, Fin., 17-5-1886, commd. in M.G.O. No. 470, Finl., 29-5-1886.

4. All Gazetted Officers of the Police Department are permitted to draw during a halt at headquarters, not exceeding ten days in duration, the actual expense (not exceeding the daily allowance of their rank), during such a halt, of keeping up camp equipage when it is necessary to do so, such necessity being determined. G.O. No. 1970, Finl., 6-9-1883.

(*a*) In the case of Assistant Superintendents and District Superintendents	by the Deputy Inspector-General.
(*b*) . . . Deputy Inspectors-General.	by the Inspector-General.

5. Government has extended the provisions of this article to Revenue officers renting Government boats in the Gōdāvari and Kistna districts. G.O. No. 573, Finl., 28-7-1894.

[C.S.R.—1060]

1. The headquarters of an Assistant Collector undergoing survey training should be taken to be the same as that of the survey party to which he is attached. G.O. No. 79, Finl., 5-2-1908.

G.O Press No. 142, Rev., 13-1-1915. M.G., Finl. Endt. No. 290-1, 16-1-1913.

2. The headquarters of a junior Assistant Conservator of Forests, who is ordered as a temporary measure for the purpose of training to proceed from one district to another, should be taken to be the same as that of the headquarter station of the district to which he was first and permanently posted.

Cumulative Allowances.

[C.S.R. -1061]

G.O. No. 241, Judl., 10-2-1898, in G.O. No. 413, Finl., 2-5-1898.

1. The Inspector-General of Police can sanction, under Article 1061 cumulative allowances to an officer compelled on a sudden emergency to leave his camp.

G.I. No. 5975-P. F.D., 30-10-1905.

2. In the case of an officer who left his headquarters at the same time as his camp, but who did not follow it but travelled on duty elsewhere by rail to carry out certain urgent inspections, and claimed actual expenses for maintaining camp equipage en route for the days on which he drew railway fare, the Government of India sanctioned the actual expenses claimed on the ground that had the officer remained at headquarters the Local Administration could, under Article 1054 (*a*) of the Civil Service Regulations, have authorized payment of the amount claimed, and directed that similar claims may be admitted by the Local Administration in future.

[C.S.R.—1062]

1. The maximum number of servants and horses, and the maximum weight of baggage, exclusive of camp equipment, to be carried by officers under Article 1062 are given below :—

Officers.	Number of horses.	Number of servants.	Weight in maunds of baggage exclusive of camp equipment.	Remarks.
(1)	(2)	(3)	(4)	(5)
Members of the Board of Revenue.	4	4	15	G.Os. No. 51, Financial, dated 29th January 1890, and No. 605, Financial, dated 14th July 1898.
Inspectors-General of Police, Prisons, and Registration, Surgeon-General, Sanitary Commissioner, Director of Public Instruction.	4	4	10	
Deputy Sanitary Commissioner ...	4	3	10	
Deputy Inspector-General of Police for Criminal Intelligence and Railways.	2	3	8	G.O. No. 710, Financial, dated 14th November 1906.
Director of Land Records	3	3	8	G.Os. No. 958, Financial, dated 27th October 1898; No. 1115, Financial, dated 11th October 1899; No. 16, Financial, dated 9th January 1903; No. 330, Financial, dated 8th June 1907; No. 439, Financial, dated 26th August 1907; No. 310, Financial, dated 3rd May 1904; No 503, Financial, dated 19th October 1908; No. 91, Financial, dated 19th February 1909; and No. 308, Financial, dated 15th May 1917.
Director of Agriculture				
Gazetted officers of the Agricultural department whose jurisdiction extends over the Presidency.	3	3	6	
Superintendent, Civil Veterinary Department.	3	3	8	
Registrar, Co-operative Credit Societies.	3	3	8	
Special Deputy Collector, Co-operative Credit Societies.	2	2	6	

Officers. (1)	Number of horses. (2)	Number of servants. (3)	Weight in maunds of baggage exclusive of camp equipment. (4)	Remarks. (5)
Government Botanist	2	3	8	G.O. No. 1248, Financial, dated 6th November 1899.
Director, Madras Survey	3	4	10	G.O. No. 70, Financial, dated 28th January 1903.
Inspector of Steam-boilers and Prime-movers.	1	2	8	
Superintendent, Archæolo ical Survey, Madras.	1	2	8	G.O. No. 531, Public, dated 18th July 1906.
Principal, College of Agriculture ...	2	3	6	G.O. No. 215, Financial, dated 15th May 1908.
Agricultural Chemist	2	3	6	
Government Botanist	2	3	6	
Director of Industries	3	4	10	G.O. No. 958, dated 22nd December 1914. G.A. 45-17 of 1914-15.
Assistant to the Director of Industries.	2	2	6	
Piscicultural Expert	2	3	6	G.O. No. 337, Financial, dated 16th May 1914. G.A. 45-4 of 1914-15.
Abkāri Deputy Commissioner ...	1	Motor cycle.		G.O. No. 677, Financial, dated 16th November 1916.
Inspector and Assistant Inspector of Factories.	1	Motor cycle.		G.O. No. 432, Financial, dated 28th 1917.

2. The maximum weight of camp equipment prescribed for claims under Article 1000 should be applied when actual expenses are claimed under Article 1062. G.O. No. 497, Finl., 5-8-1903.

3. When claims are preferred under either Article 1000 or Article 1062 on account of the cost of conveyance of a bicycle, the bicycle should, in the case of any officer who is entitled to convey horses at the public expense, be taken as equivalent to one horse. In no case, however, should the charge for the conveyance of more than one bicycle be admitted. But officers entitled to carry two horses or less may be allowed to charge for a bicycle in addition to the horse or horses. G.O. No. 330, Finl., 8-6-1907. G.O. No. 576, Finl., 8-12-1908. G.O. No. 479, Finl., 20-10-1909.

As regards the charge for the transport of a motor-car vide clause (*a*) under paragraph 14, Article 1000.

The officer concerned should also certify that the motor-car was used during the tour for inspection work (which should be detailed) and not merely for station work.

4. The servants, the cost of whose conveyance is recoverable under Article 1062 of the Civil Service Regulations, include domestic servants only and not grass-cutters. In addition to the charges for domestic servants, officers are permitted to recover the charge for the conveyance of one grass-cutter for each horse carried at Government expense. G.O. No. 579, F.D., 9-4-1905.

SECTION V.—DAILY ALLOWANCES—RATES.

Ordinary Rates.

[C.S.R. - 1063-Ex.]

G.I. No. 435, 18-6-1901, commd. in G.O. No. 543, Finl., 28-6-1901. G.O. No. 858, Finl., 8-10-1898.

1. The Inspector-General and the Commissioner of Police, Madras, can grant daily allowance of 8 annas to Police constables deputed to the Straits Settlements to arrest persons accused of murder or to the Central and Uva Province in Ceylon, and 6 annas when deputed to other provinces in Ceylon for purpose of arresting accused persons and executing warrants in that Island.

G.O. No. 454, Finl., 4-9-1907.

2. The Government have sanctioned the payment of a daily allowance of 12 annas to head constables of the Madras Police sent on duty to the Straits Settlements.

G.O. No. 319, Finl., 14-7-1908. G.O. No. 70, Finl., 8-2-1909.

3. Inspectors, Sub-Inspectors, Sergeants and Head Constables of Police of the Madras Presidency, when deputed on duty to Ceylon, can draw daily allowance at the following rates:—

	RS.	A.	P.
Inspectors	4	0	0
Sub-Inspectors	1	8	0
Sergeants	2	0	0
Head Constables	0	8	0

G.O. No. 874 W., 27-6-1912.

4. The rate of daily allowance admissible to the temporary Upper Subordinates appointed for the supervision of Archælogical Works under G.O. No. 32 W., dated 12th January 1912, will be Rs. 2.

SECTION V.—MILEAGE IN LIEU OF DAILY ALLOWANCES.

[C.S.R.—1065]

G.I. No. 4387-P., F.D., 13-7-1907.

1. The election of an officer to exchange his daily allowance for double Railway fare can be exercised with reference to the journey as a whole and not with reference to a particular portion of it. In the case of a continuous Railway journey it is not permissible for an officer to draw double Railway fare for the portion performed on one day and daily allowance for the portion performed on another day.

[C.S.R.—1065 (ii)]

G.I. letter No. 6468-T.A., F.D., 9-12-1902.

1. For the purpose of exchanging daily allowance for mileage under this article, it is not necessary that the 20 miles minimum should be travelled in one calendar day.

2. This order applies only to journeys from and to headquarters performed within a period not exceeding 24 hours, and not to journeys away from headquarters.

G.I., F.D., No. 1146, E.B., 15-8-1914.

3. Sub-Assistant Surgeons in this Presidency whose duties include an obligation to tour in attendance upon revenue officers and other Government servants are classed as ministerial officers for the purposes of Article 1065 (ii) of the Civil Service Regulations.

G.I., Finance letter No. 51 E.B., 17-1-1916 and G.O. No. P. 141, Rev., 21-1-1916, Fin. 1 of 1915-16.

4. The Sub-Assistant attached to the Pearl and Chank Fisheries office, Tuticorin, is classed as a Ministerial officer for the purpose of Article 1065 (ii), Civil Service Regulations.

[C.S.R.—1063]

Page 236.—*Insert* the following as paragraph 3-A :—

3 (A). As an exception to article 1063 (iv) of the Civil Service Regulations, police constables have been allowed to draw a daily allowance of four annas instead of two annas.

G.I. letter No. 1051-E.B., Fin. Dept., 22-7-18, and G.O. No. 825, Finl., 9-10-18.

[IV, 8-2-19]

[C.S.R.—1063]

Page 236.—In paragraph 4 inserted by the fourth list of corrections, dated 8th February 1919, *substitute* :—

4. (1) In lieu of the rates prescribed in article 1063 (iv), Civil Service Regulations, all officers of the fourth class in the Madras Presidency can be granted a daily allowance of four annas. This concession takes effect from 1st March 1919.

G.I., Fin. Dept., No. 126-E.B., 20-1-1919, and G.O. No. 279, Finl., 28-3-1919.

[VII, 10-5-19]

When Daily Allowances are exchangeable.

[C.S.R.—1065 (ii)]

Public or Hired Conveyance.

1. If a non-Gazetted Ministerial officer performs a journey of 20 miles or less by road in one day, whether combined with a journey by rail or steamer or not, and if the mileage exceeds the daily allowance, he may exchange his daily allowance for the actual expenses of a hired conveyance or for the actual fare in a public conveyance up to the limit of mileage; provided that, before starting on the journey, he applied to the head of the office and obtained a certificate (A) that he was required to travel by such conveyance.

G.O. No. 588, Finl., 4-8-1902, and C.-G.'s letter No. 1209, 24-9-1902. F.A.D. note on reply to item 34 of Lower Gōdāvari Objection Statement for April 1912 and Article 1065 (ii), Civil Service Regulations.

2. If the head of the office in any particular case could not sign the certificate in time, though the application was made within a reasonable time before the commencement of the journey, and he considers that it was not due to any fault or delay on the part of the officer concerned, then he may grant an alternative certificate (B) to this effect.

3. If the application for a certificate was not made in time, then the head of the office should refuse to sanction the extra cost unless he obtains a full and satisfactory explanation of the failure to apply for the certificate in time; and if he accepts the explanation, he may grant an alternative certificate (C) to that effect.

4. The certificates above referred to should be attached to the travelling allowance bill in which the charge for the public or hired conveyance is claimed.

5. If a non-Gazetted Ministerial officer travels more than 20 miles by road or travels partly by road and partly by rail or steamer, he may exchange his daily allowance for actual expenses up to the limit of mileage for the journey by road (limited also to daily allowance in the case of the combined journey, unless the road portion alone exceeds 20 miles); provided that the head of the office signs clause 2 of certificate No. 1 on the face of the travelling allowance bill form No. 9, Civil Account Code.

6. Similar certificates should be obtained by menial servants when they travel by boat or public conveyance.

G.O. No. 171, Finl., 27-2-1902, and Board's Reference No. 407, 9-11-1903.

7. The certificates A, B and C may be in the following terms:—

A

Please grant me a certificate permitting me to hire a (name of conveyance) in order to travel from to a journey of miles by road on the of 191 .

(Signature)
Applicant.

Dated

(Signature)

Sanctioned.

Dated *Head of Office.*]

B

(Please grant me a certificate permitting me to hire a (name of conveyance) in order to travel from to a journey of miles by road on the of 191 .

Dated (Signature)
Applicant.

The application was made within a reasonable time before the commencement of the journey, and it was not due to any fault on the part of the applicant that the certificate was not granted. He may be paid the actual expenses of the journey applied for.

Dated (Signature)
Head of Office.

C

Please allow me to draw actual expenses for travelling by (name of conveyance) from to a journey of miles by road on the of 191 . I was unable to apply for a certificate to hire the conveyance before the journey commenced as (here state reasons).

Dated (Signature)
Applicant.

The explanation of failure to obtain a certificate is accepted, and it was due to . He may be paid the actual expenses of the journey applied for.

Dated (Signature)
Head of Office.

A.-G.'s order, 8-2-1890.

8. If a Collector certifies under G.O. No. 474, Financial, dated 13th June 1888, that a conveyance in use in his district falls under the definition of a public conveyance, travelling allowance may be admitted on his certificate. Only in doubtful cases should reference be made to Government.

A.-G.'s Cir. No. XII, 3-7-1889.

9. The kind of 'public conveyance' used should always be stated in the certificate required under this article.

[C.S.R.—1065 (ii), Note 1]

G.O. No. 487, Finl., 25-6-1894, and No. 379, Finl., 16-6-1896.

1. Government has approved of the following scales for the payment of travelling allowances to non-gazetted ministerial officers and menials for journeys performed by boat along the Bezwada-Masulipatam and Bezwada-Ellore canals.

Bezwada-Masulipatam Canal.

G.O. No. 428, Finl., 9-5-1901.

(*a*) Daily allowance or actual travelling expenses as defined in article 13 subject to the following maxima, or the mileage rate admissible for the class of the officer concerned, whichever is less :—

(i) *Officers of the Second Class.*—Actual expenses subject to a maximum of Rs. 3 for a cabin, *plus* 8 annas for accommodation for one servant in the "hall."

(ii) *Officers of the Third Class whose pay or maximum pay is Rs.* 50 *and upwards.*—Actual expenses subject to a maximum of Rs. 3 for a cabin, *plus* 8 annas for one servant. G.O. No. 604, Finl., 14-9-1905.

(iii) *Officers of the Third Class whose pay or maximum pay is below Rs.* 50.—Actual expenses subject to a maximum of Rs. 3 for a cabin. G.O. No. 604, Finl., 14-9-1905.

(iv) *Officers of the Fourth Class.*—8 annas.

Bezwada-Ellore Canal.

(*b*) Daily allowance or actual travelling expenses as defined in Article 13 subject to the following *maxima* :— G.O. No. 680, Finl., 27-8-1897.

(i) *Officers of the Second Class.*—Re. 1 for accommodation in cabin, *plus* 2 annas for accommodation for one servant in the hall.

(ii) *Officers of the Third Class whose pay is Rs.* 50 *and upwards.*—8 annas (for half a cabin), *plus* 2 annas for one servant.

(iii) *Officers of the Third Class whose pay is below Rs.* 50.—8 annas (for half a cabin).

(iv) *Officers of the Fourth Class.*—2 annas.

NOTE.—The actual expenses mentioned above are for the entire journey irrespective of the number of days occupied by it. G.O. No. 399, Finl., 14-5-1897.

Menial Servants.

2. Menial servants, including peons, muchis and attenders, are not permitted to exchange daily allowance for mileage by road. They may, however, exchange it for the allowances admissible under Chapter LII, sections (i) and (ii), or for mileage under section (iii) of that Chapter, when the journey is by boat or public conveyance. G.Os. No. 1331, Finl., 21-12-1887; No. 188, Finl., 27-2-1888; No. 347, 4-6-1889. G.O. No. 171, Finl., 27-2-1902.

The Government of Madras is also authorized to sanction in similar cases the grant of ferry or boat charges in addition to daily allowance to inferior servants of all classes. G.O. No. 439, Finl., 17-9-1908, and G.O. No. 512, Finl., 28-10-1908.

The Madras Government have sanctioned the grant of boat fare in addition to daily allowance to peons of the Public Works Department for journeys on duty by the regular service of Radhari liners plying in the delta of the Gōdāvari Western Division. G.O. No. 215, Finl., 12-4-1917.

Police Department.

3. For journeys of not more than 20 miles a day performed by boat outside jurisdiction, Police constables may be granted actual boat hire in addition to daily allowance. G.I. Finl. Endt. No. 5936-F.O. and A., 19-10-1908. G.O. No. 41 W., 21-3-1912.

Head constables and constables on escort duty outside their jurisdictions may be allowed to draw the actual cost of the conveyance of their baggage by road in addition to the daily allowance admissible to them under the ordinary rules. G.I.H.D. No. 792, C., 11-12-1914, commd. in G. of I, F.D. No. 1755, E.B., 21-12-1914, and G.O. No. 2825, Judl., 16-12-1914, case T.M., 24-28 of 1914-15.

When journey beyond jurisdiction exceeds 20 miles by road these police officers can exchange the daily allowance *plus* actual baggage expenses for mileage allowance under Article 1065, Civil Service Regulations, but in that case actual baggage expenses cannot be charged in addition.

Educational Department.

D.P.I. Cir. No. 3118, 6-5-1886.

4. Peons on the establishment of Inspecting officers of the Educational Department are not permitted to exchange daily allowance for mileage, save when required by Inspecting officers to enagage a conveyance. Such a requisition should be made only in connection with work of an urgent nature, such as cashing bills or making remittances, or when the peons from sickness or bad weather are unable to walk. Bills containing such charges must be supported by a memorandum signed by the Inspecting officer concerned, stating the special circumstances which led to the grant of mileage to the peons.

Cattle Disease Inspectors.

M.G. No. 1002, Finl., 30-6-1885; G.O. Mis. No. 22, Finl., 15-3-86; and B.P. No. 217, 15-7-1887.

5 Cattle Disease Inspectors are not at liberty to exchange their daily allowance for mileage, except in special cases and on the certificate of the Superintendent of the Civil Veterinary Department or of the Collector of the district in which they are serving according as the journey was authorized by the former or the latter officer.

[C.S.R.—1066]

Civil Medical Subordinates.

M.G. No. 369, Finl., 13-6-1889, and No. 430, Finl., 12-7-1889. G.O. No. 649, Pub., 12-8-1908.

1. Non-gazetted Civil Medical Subordinates whose salary does not exceed Rs. 200 a month, may, in lieu of daily allowance, draw the allowances admissible under Chapter LII whenever they may travel on duty upwards of five miles from headquarters. Exchange of daily allowance in such cases must be for the entire period of absence from headquarters, and daily allowance cannot be claimed for halts away from headquarters during any portion of such period.

G.O. No. 273, Pub., 24-4-1909.

The Military Assistant Surgeon in charge of the Local Fund Hospital, Gudalur, may, if his salary does not exceed Rs. 200 a month, draw, in lieu of daily allowance, travelling allowance at the rate of Rs. 5 (which is equivalent to the allowance admissible under this article) for each visit to Neduvattam to attend on Government servants.

Peons of the Sub-Judge, Ootacamund.

M.G. No. 440, Finl., 10-6-1895.

2. The peons of the Subordinate Judge of Ootacamund are allowed to draw the full allowances admissible under this article, for the distance travelled by road between Ootacamund and Coimbatore in connection with the periodical sittings of the Sub-Judge at the latter station.

Customs Collector, Kottapatnam.

G.O. Mis. No. 17, Sep. Rev., 8-1-1915, commd. in Endt. No. 234-1, Finl., 12-1-1915.

3. The Customs Collector, Kottapatnam, is allowed actual expenses not exceeding mileage in lieu of daily allowance for journeys undertaken by him in connection with remittances to the sub-treasury. Daily allowance is not permissible for halts on such occasions.

[C.S.R.—1067]

Officers attached to Railways.

G.I. No. 2701-P., F.D., 16-5-1905. G.O. No. 852, Judl., 24-5-1905.

1. The travelling allowance of the Superintendent, Government Railway Police, Madras, is governed by this article and not by Article 999, Civil Service Regulations.

2. The restriction contained in the first sentence of Article 1055 applies to daily allowances claimed under Article 1067 for journeys within 5 miles of headquarters. G.I. No. 1042-F. O. and A. F.D., 25-2-1909.

3. The subordinate police officers of the Provincial Criminal Investigation Department have been allowed to draw travelling allowance under Article 1011 *et seq.* of the Civil Service Regulations. G.I. No. 1135, H.D., 3-11-1914, commd. in G.I. No. 1572, E.B., Finl., 10-11-1914; and G.O. No. 2491, Judl., 14-11-1914.

4. The travelling allowance of the Deputy Inspector-General for Criminal Intelligence and Railways is regulated by the provisions of Articles 1011 to 1013 of the Civil Service Regulations. G.O. No. 296, Judl., 12-2-1907.

Survey Officers in the Madras Survey.

[C.S.R.—1070 (a) (i)]

1. Two conditions must be fulfilled before an officer of the Madras Survey can exchange daily allowance for other kinds of travelling allowance, namely, he must be specially authorized by the Director, and he must travel by public conveyance or be employed on special duty. The rule in Article 1070 (*a*) (i) is a restriction additional to that in Article 1065. G.I. No. 4096-Ex., Finl., 25-9-1896 and G.I. letter No. 2006-Ex., Fin., 30-4-1895.

2. The Director, Madras Survey, is subject, as regards travelling allowance, to the ordinary rules of the Civil Service Regulations and not to the provisions of Article 1070 which are applied only to the executive officers of the Survey Department who have to make journeys in the field or to and from the field. Letter from the Comptr of India Treasuries, No. 2310-G.A., 27-2-1902.

[C.S.R.—1070 (a) (iii)]

1. The words "a whole month" should not be read literally. The concessions which the rule allows are admissible to an officer who is in the field for only a portion of a month. F.D. No. 6704-P., 1-11-1907.

SECTION VI.—CONVEYANCE ALLOWANCES.

Conditions of Grant.

[C.S.R.—1074]

1. An officer's salary is supposed to include the cost of keeping up such means of conveyance as are requisite for his ordinary duties, if he is of the same standing as persons who ordinarily use such means of conveyance. It is only when an officer's duties involve an extraordinary amount of moving about within a limited area, that a claim for conveyance allowance can be recognized by Government; and even this rule is not without exceptions, for, in many cases, the salaries of officers have been fixed with special reference to the expenditure involved in the performance of their duties, and in such cases no further claim for a conveyance allowance can be admitted. Such cases are those in which the pay of the appointment has been fixed at a specific amount peculiar to itself, and is not determined by the rate fixed for a group of appointments to some of which only the special duties are attached. G.I. No. 1705, Fin., 30-3-1888, received with Unofficial reference from M.G. No. 6, Finl., 7-1-1901.

2. Further, it is only in a few exceptional cases that any claim for an allowance on account of a carriage should be admitted. Officers on high pay may be presumed to possess a carriage, and in their case the conveyance allowance should merely represent the cost of keeping one, or, if the requirements of the case are altogether special, two additional horses. On the other hand, officers on low pay, who do not ordinarily use carriages, are sufficiently provided for when the cost of maintaining a horse or pony is granted to them.

3. In accordance with the principles above stated, the allowances may be classified as follows:—

(i) Where the duties are such as to necessitate the keeping of a horse specially for them.

(ii) Where the duties are such as to necessitate the keeping of two horses specially for them.

[C.S.R.--1074-Ex.]

(iii) Special cases in which the allowance should include the cost of keeping a horse and carriage.

(iv) Where the duties are such as to necessitate the keeping of a pony specially for them.

(v) Cases of occasional conveyance in and about a large town.

4. The amount of allowance should, of course, vary in different localities, and the Government of India considers that the following is a suitable scale:—

	RS.
Case (i) One horse—	
In Bombay, Calcutta or Rangoon	35
In other expensive places	30
In ordinary places	25
(ii) Two horses—	
Expensive places	60
Ordinary places	50
(iii) Horse and carriage	50
(iv) A pony—	
Expensive places	20
Ordinary places	15
(v) Occasional conveyance in and about a large town—	
Officers on salary over Rs. 300	*Nil.*
Chaplains and officers on salaries of Rs. 100 and not exceeding Rs. 300	20
Officers on salaries below Rs. 100	15
Boat allowances according to circumstances.	

5. The amounts stated above are intended as maximum amounts; the allowance granted in any particular case may be of such smaller amount as the Government, in consideration of the circumstances, may judge to be adequate, but it should never exceed the limits above laid down. The Government of India further lays down the principle that conveyance allowances are given to enable officers to meet certain specific expenditure, and that the Government is entitled, in every case in which the allowance is given at the maximum rate applicable, to see that it is spent in the way intended. If an officer gets Rs. 20

towards the keep of a horse, it would not be necessary to enquire in what precise manner he spent it, so long as the duties for the performance of which it is paid did not suffer. But the maximum amount of allowance prescribed should in no case be drawn except upon a certificate that the necessary means of conveyance are maintained.

6. The City of Madras is classed under the head "Ordinary places." M.G. No. 1338, Finl., 19–12–1900.

7. An officer to whom pony or jutka hire is sanctioned should maintain a serviceable pony or jutka, as the case may be; and the allowance should not ordinarily be paid to him if he keeps only a bicycle. G.O. No. 723-P., 21-6-1906.

8. If in any case it is considered desirable for special reasons to allow the officer to use a bicycle instead of the prescribed conveyance, the sanction of Government should be obtained for the substitution, but the allowance will not then exceed Rs. 5 per mensem. Ordinarily however the bicycle should in the case of permanent employees be provided at the cost of the funds to which the conveyance allowance is debitable and when this is done, no allowance will be granted for the maintenance of the bicycle. G.O. No. 1003-P., 24-9-1906.

9. Every person who draws a conveyance allowance whether for a pony, cycle or a carriage, should certify in his monthly pay bill that the pony, cycle or carriage as the case may be for which the allowance is drawn was actually kept in good order and used by him during the month. G.O. No. 1003-P., 24-9-1906.

NOTE.—The above rules 7, 8 and 9 are not applicable to the Revenue Department. G.O. No. 78-A, Rev., 10-1-1908.

10. In the case of non-gazetted members of the Police Department the certificate in support of claims to horse or conveyance allowance need not be sent to the Accountant-General. The Inspector-General will deal with the matter. In the case of Reserve Inspectors, the keeping of a horse is optional and the grant of a horse allowance to them is contingent upon their keeping a horse or pony well up to their weight. G.O. No. 845, Judl., 11-5-1907.

11. Conservators of Forests can exempt any forest ranger from keeping a pony when a cart or other means of conveyance would be more useful to him for the efficient performance of his duties. If a bicycle only be kept, the allowance should be reduced to Rs. 5. G.O. No. 3333, Rev., 17-11-1913, commd. with Finl. Endt. No. 8035-1, 5-12-1913. Forest W. 1-4 of 1913-14.

12. The Local Government have been authorized to discontinue the grant of conveyance allowances when the necessity for them ceases to exist, subject to the condition that the discontinuance is reported to the Government of India in cases in which their sanction was obtained to the grant of the allowance. G.I., F.D. No. 228-E.B., 19-2-1915, and G.O. No. 257, Pub., 19-2-1915. G.A. 45-7 of 1914-15.

[C.S.R.–1075]

1. The Government of India have sanctioned generally subject to the discretion of the Government of Madras the grant of conveyance allowance up to a maximum of Rs. 50 a month to Medical officers who may be deputed on special duty in Madras City in connection with plague. G.I. No. 5426-P., Finl., 24-9-1906. G.O. No. 1206-P., 2-10-1906.

2. The grant of these allowances should not be extended to officers employed on cholera work.

List of conveyance allowances.

Authority	Number of entry. Designation of officer.	Rate of conveyance allowance. RS.	A.	P.
	Land Revenue.			
	1. Tahsildar, Madras Town	40	0	0
	2. Three Revenue Inspectors, Madras Town Deputy Collector's office	20	0	0
	3. Inspector attached to the Revenue establishment of the Civil and Military Station, Bangalore	10	0	0
	Salt.			
	4. Two Sub-Inspectors employed on the Cochin frontier, one Sub-Inspector employed in the Wynad and two Sub-Inspectors employed in the Nilgiri ranges	15	0	0
	5. Sub-Inspector employed in connection with the preventive establishment maintained for the guarding of the great swamp in the Vedaranniyam circle, Tanjore district	15	0	0
G.O. No. 861, Sep Rev., 20-12-1915, commd. in Finl. Endt. No. 8326-1, 22-12-1915.	5-A. Two Sub-Inspectors employed on the Karikal frontier (Nannilam Circle)—one Sub-Inspector employed on the Mahē frontier (Cannanore Circle)	15	0	0
G.O. No. 689, Finl. (Sep. Rev.), 17-8-1916, commd. in Finl. Endt. No. 5359-1, 21-9-1916.	5-B. The Sub-Inspector—Narasapatam Range (Polavaram Circle) ...	15	0	0
	Assessed Taxes.			
	6. Income-tax Inspectors, Madras Town Deputy Collector's office	20	0	0
	Excise.			
G.I., F.D. No. 537-E.B., 6-5-1914, and G.O. No. 341, Finl., 18-5-1914. G.A. 45-7 of 1914-15.	7. Two Sub-Inspectors employed in the Wynad (the Nilgiris and Malabar) for the check of arrack, opium and ganja smuggling	15	0	0
	8. Sub-Inspector employed in connection with the supervision of breweries in the Nilgiris; Sub-Inspector in charge of the Abkāri warehouse at Coonoor	15	0	0
	9. Assistant Superintendent of Excise, Civil and Military Station, Bangalore	10	0	0
G.I. No. 1137-Est. A., For. and Pol. Dept., 21-5-1915, commd. with F.D. No. 776-E.B., 26-5-1915. G.A. 42-5 of 1915-16.	9-A. Superintendent of Excise, Civil and Military Station, Bangalore.*	30	0	0
	Customs.			
	10. Each of the officers appointed to supervise the work connected with the coir depots at Mangalore and Calicut (the former throughout the year and the latter for six months in a year)	30	0	0
	11. Supervisor, Bonding department, Sea Customs office, Madras ...	25	0	0
	Forest.			
	12. Forest Rangers	15	0	0

NOTE.—The allowance may be increased to Rs. 100 if the car maintained is a four-seated one.

* Subject to the condition that an additional horse is maintained by him.

Page 244.—*Enter* the following as 5-c under paragraph 2 under article 1075 :—

		RS.	A.	P.	
5-c Sub-Inspector—Manjakuppam Range (Cuddalore Circle)	...	15	0	0	G.O. Mis. No. 152, Rev., 5-3-1919, commd. in Finl. Endt. No. 1233-B-1, 10-3-1919.
	[VII, 10-5-19]				

Number of entry.	Designation of officer.	Rate of conveyance allowance.	
	General Administration.	RS. A. P.	
13.	Chief Superintendent in charge of Outside Audits in Madras on the condition that he actually keeps or hires an extra horse for Government work and in the case of hiring, on production of a certificate that hire charges have been incurred on not less than 10 days in the month	25 0 0	
	Law and Justice—Courts of Law.		
14.	Head Clerk of the Registrar of Joint Stock Companies	5 0 0	
15.	Second Clerk do. do.	4 0 0	
	Jails.		
16.	District Medical and Sanitary Officer, South Arcot, in charge of Cellular Jail at Cuddalore	25 0 0	G.O. No. 1100, Judl., 4-7-1911, and
17.	Superintendent of Prisons	30 0 0	G.O. No. 1911, Judl., 6-12-1911.
17 (A)	Deputy Commissioners of Police, Madras City *	75 0 0	G.I., Home Dept.,
17 (B)	Assistant Commissioners of Police, Madras City †	75 0 0	Letter No. 250, 12-3-1915, commd. in G.I., T.D., No. 376-E.B., 18-3-1915, and G.O. No. 745, Judl., 9-4-1915. G.A. 42-7 of 1914-15.
	Police.		
18.	District Superintendent of Police, Civil and Military Station of Bangalore	100 0 0‡ or 75 0 0†	
19.	Two Inspectors of the Civil and Military Station, Bangalore ...	25 0 0	
20.	Inspectors of the Madras City Police and Manager of the Finger Print Bureau in Madras	25 0 0	
21.	Sub-Inspectors, Madras City Police; Sub-Inspectors attached to Ootacamund and Coonoor circles in the Nilgiris	20 0 0	
22.	Inspectors and Sub-Inspectors (excluding those attached to Training Schools and the Criminal Investigation Department, as well as Circle Inspectors), Madras	15 0 0	
23.	Inspector (1) and Sub-Inspectors (14) of the Civil and Military Station, Bangalore	10 0 0	
	Marine.		
24.	The Port Officer, Calicut, who may be appointed to supervise the work connected with the coir depot	30 0 0 six months in the year.	Manual of Appointments and Allowances, Chapter XIV.
25.	At Mangalore	30 0 0 throughout the year.	G.O. No. 3270, Rev., 13-11-1914, commd. in Finl. Endt. No. 7964-1, 16-11-1914
	Education.		
26.	Inspectress of Girls' Schools, Central Circle, Madras	50 0 0	G.A. 28-2 of 1914-15.
27.	Assistant Inspectress of Girls' Schools, Madras Girls' range ...	30 0 0	
28.	Lecturer in Kindergarten, Teachers' College, Saidapet	30 0 0	
29.	Inspecting Schoolmaster of the Muhammadan Schools in the Town of Madras	10 0 0	
	Ecclesiastical.		
30.	Chaplain of St. Thomas' Mount with charge of Pallavaram ...	150 0 0	
31.	Chaplain in sole charge of double chaplaincy at Vepery ...	30 0 0	
32.	Chaplain of Vepery in charge of the general cemetery in Madras on the understanding that the allowance will be withheld whenever a single chaplain has sole charge of the double chaplaincy of Vepery in which case the carriage allowance of Rs. 30 as per item 30 is alone admissible	20 0 0	
33.	Chaplain whether acting or permanent who is in sole charge of the double chaplaincy of North and South Georgetown ...	30 0 0	
34.	Chaplain of Wellington for visiting the Cordite factory near Wellington	30 0 0	

* Subject to the condition that they maintain a two-seated motor-car in addition to a horse.

† Subject to the condition that they maintain a two-seated motor-car.

‡ Subject to the condition that they maintain a four-seated motor-car. G.I. 1862-Est.-A., dated 30th October 1917.

	Number of entry.	Designation of officer.	Rate of conveyance allowance.
		Medical.	RS. A. P.
	35.	Assistant Lady Superintendent, Government Maternity Hospital, Madras	20 0 0
		Scientific and other Minor Departments.	
Para. 3 of G.I. letter No. 182 of 1913, 10-7-1913, to the S. of S. disposed of in His despatch No. 96, Rev., 29-8-1913, and commd. in G.I., F.D., No. 1156-E., 16-2-1913. G.A. 41-2 of 1912-13-14.	36.	Curator, Government Gardens and Parks, the Nilgiris, for supervising the various Government gardens and open spaces at Ootacamund	25 0 0
G.O. No. 1390 W., 26-7-1915, commd. with Finl. Endt., No.4668-1, 2-8-1915. G.A. 41-2 of 1915-16.	36-A.	Senior Inspector of Boilers and Prime-movers provided he maintains a motor-car or two horses or a horse and a motor-cycle	50 0 0
		Stationery and Printing.	
	37.	Superintendent, Government Press, Madras	30 0 0
		Civil Works.	
	38.	Two Executive Engineers, North and South Presidency Divisions	30 0 0 each.
	39.	Two Assistant Engineers in charge of the subdivisions of the Presidency Division......	30 0 0 each.
G.I. No. 651-E.B., 18-5-1914.	40.	Electrical Inspector to Government of Madras	30 0 0
	41.	Officer in charge of Madras Drainage Scheme	30 0 0
	42.	Officer in charge of headquarter subdivision until the Forest College, Coimbatore, is finished	30 0 0
G.I. No. 50-E. 10-4-1913.	43.	Presidency Store-keeper, Public Works Department	30 0 0
	44.	Boat Superintendent of the Kistna Delta while in charge of quarries	5 0 0

P.W. Memo. No. 58-97-C.,11-10-1911, and P.W. Memo. No. 5680-C., 16-7-1914. (G.A. 40-A No. 2-6 of 1912-13-14.)

NOTE.—To entitle these Public Works Officers (38 to 42) to the conveyance allowance they should keep the following :—

(a) Two horses, or
(b) One horse and a motor-bicycle, or
(c) Two motor bicycles (1 side car)—
(d) Motor-car.

[C.S.R.—1076 (b)]

[See under Article 1047.]

[C.S.R.—1077]

G.O. No. 783, Finl., 3-10-1902.

1. There is no objection to the grant of conveyance or horse allowance to an officer or subordinate who keeps a bicycle only, but it is open to the sanctioning authority to lay down, as a condition of the grant of horse allowance, that the officer or subordinate concerned shall keep a horse or such other means of conveyance as may appear best suited to his work. It is also open to the same authority to revise a horse allowance with reference to the cost of maintaining the conveyance prescribed.

Page 247.—*Substitute* the following *for* paragraph 3 :—

G.O. No. 1063, Judl., 14-5-1915 and G.O. No. 598, Home (Judl.), 3-3-1920.

3. The Inspector-General of Police is authorized—

(*a*) to grant exemption to a Sub-Inspector from the obligation to keep a horse, the horse allowance ceasing when such exemption is granted;

(*b*) to grant temporary exemption to gazetted and non-gazetted Police officers from the obligation to maintain horses or conveyances; the admissible horse or conveyance allowance ceasing when such exemption is granted;

(*c*) to permit Inspectors and Sub-Inspectors of Police to keep a bicycle instead of a horse or motor-cycle and to draw allowances for the former at the rate admissible under G.O. No. 72, Financial, dated 10th February 1911.

Page 247.—*Insert* the following as paragraph 6 under :—

[C.S.R.—1077]

The Government of India have declared that conveyance allowance of upper and lower subordinates of the Public Works Department should not be personal to the subordinates concerned but should be attached to particular charges subject to revision at suitable intervals, and that the grant of the allowance to an incoming subordinate should be conditional on his satisfying the Executive Engineer in charge that he keeps up a means of conveyance suited to his work.

G.I., Fin. Dept., Endt. No. 1794-E.B., 14-12-18, and G.O. No. 93 W., 22-1-19, commd. with Finl. Endt. No. 301-A-1, 25-1-19.

[IV, 8-2-19]

2. In cases where officers in receipt of conveyance allowances for the maintenance of a vehicle are permitted by competent authority to keep a bicycle instead of a horse or other means of conveyance, the allowance granted for the maintenance of the bicycle will be a uniform rate of Rs. 5 per mensem. This rate will be applicable to all departments. G.O. No. 72, Finl., 10-2-1911.

3. The Inspector-General of Police is authorized— G.O. No. 1063, Judl., 14-5-1915.

(*a*) to grant exemption to a Sub-Inspector from the obligation to keep a horse, the horse allowance ceasing when such exemption is granted.

(*b*) to permit a Sub-Inspector to keep a bicycle instead of a horse and to draw allowance for the former at Rs. 5 per mensem, being the rate admissible under G.O. No. 72, Financial, dated 10th February 1911.

4. The Government have sanctioned the grant of a uniform rate of conveyance allowance of Rs. 25 per mensem to subordinates of the Public Works Department for the maintenance of a motor-cycle in Madras as well as in the mufassal. G.O. No. 637, Finl., 12-10-1915. G.A. 45-11 of 1915-16.

The Government of India have also sanctioned the grant of a conveyance allowance of Rs. 25 per mensem to all upper subordinates of the Public Works Department in Coorg for the maintenance of motor-cycles with effect from 15th March 1916. G.I., P.W.D. No. 242-E.B., 15-3-1916, commd. with F.D. 300-E.B., 17-3-1916. G. A. 45-11 of 1915-16.

SECTION VII.—CONVEYANCE HIRE.

Despatch of Messenger.

[C.S.R.—1080]

1. This article does not apply to cases of Medical Subordinates in charge of hospitals and dispensaries visiting localities within a radius of five miles of their headquarters on the outbreak of epidemics. G.I. No. 2730-Ex., Finl., 8-6-1895.

2. It is not open to an audit officer to challenge any charges certified by the officer incurring them to have been unavoidable on account of carriage hire incurred under the provisions of Article 1080, Civil Service Regulations, on the ground that a cheaper mode of conveyance might have been used. The responsibility for such charges rests entirely with the head of the office, but if an audit officer considers in any case that the head of the office is abusing his discretion, he may refer the matter to Government, but in the meantime he should admit the charge. G.I. No. 2382, Finl., 26-4-1906.

3. Treasurers and other subordinates in currency offices are permitted to draw actual conveyance allowance when required to travel on business to a place in the neighbourhood of their offices. G.I. No. 757-F.E., F.D., 5-6-1914.

Temporary Duty at Presidency.

[C.S.R.—1081]

1. The concession under this rule has been granted to mufassal head constables called annually to Madras for the preparation of criminal statistics for the Police Administration Report, but they will be entitled M.G. No. 486, Finl., 2-8-1889.

to daily allowance only for the first ten days of their deputation, and thereafter to conveyance allowance at four annas per diem.

M.G. No. 1825, Judl., 2-9-1895.

2. The number of head constables so deputed should not exceed seven, and the period of deputation, five months.

[C.S.R.—1082]

G.I. No. 4526 S.R., Finl., 12-10-1897, commg. G.I. No. 2040, H.D., 2-10-1897, and M.G. No. 1484, Judl., 13-10-1897.

1. The Chief Inspector and Inspector of Explosives can draw actual expenses incurred by them on conveyance hire when on inspection duty in the Madras Presidency, in addition to detention allowance Rs. 5 a day.

G.I. Home Dept. No. 567, 25-5-1911, commd in G.I., F.D., No. 3773, C.S.R., 21-6-1916.

M.G. No. 944, Judl., 7-6-1911.

2. The subordinate officers of the Madras City Police of and above the rank of Sub-Inspector can draw the actual cost of moving their luggage on transfer from one station to another in the city subject to the following maximum rates:—

European Inspectors ...	As in Appendix 27 (10*l*) to the Civil Service Regulations.
Indian Inspectors	Rs. 6
European Sub-Inspectors.	Rs. 6
European Sergeants ...	Rs. 6
Indian Sub-Inspectors ...	,, 4

Chapter LIV.—Other Journeys.

SECTION I.—JOINING FIRST APPOINTMENT.

Allowances when admissible.

[C.S.R.—1083-Ex.]

1. The training referred to in this article should be in a recognized institution and should embrace a definite curriculum. Letter to Dist. Surgn., Vizag., No. 1674, 20-5-1889.

Light-keepers.

2. The concession allowed by exception (*a*) applies to the case of light-keepers who, before joining their first appointment, receive a technical training under skilled supervision. G.I. No. 4026 S.R., Fin. and Com., 8-9-1897, G.O. No. 797, Finl., 27-9-1897.

Type-writing Clerks.

3. The Presidency Port Officer is empowered to grant travelling allowance for joining a first appointment in the case of "non-certificated" engine drivers, provided they produce satisfactory evidence of having been previously employed as engine-drivers under well-known firms or public bodies or in workshops and possess certificates of efficiency and good character. G.I. No. 1942-P., Finl., 30-3-1908, and G.O. No. 272, Finl., 16-6-1908.

4. Type-writing clerks are not entitled to travelling allowance for joining first appiontments. G.O. No. 78, Finl., 30-1-1906.

Forest Department.

5. Private students who pass the Dehra Dun Forest School examination, and are appointed to the Forest Department, may be granted travelling allowance to join their first appointments. A.-G.'s letter No. 3225, 10-9-1889.

6. Stipendiary and private students who obtain, on passing out of the Forest school, appointments in the Government Forest service are entitled to travelling allowance for joining their first appointments. G.I. Rev. and Agrl. Circular No. 19 F., 9-6-1892, commd. in G.I., F.D. No. 2850-P., 12-7-1902. G.I., Rev. and Agrl. No. 1204-F., 184-2, 8-10-1903, commd. in G.I , F.D. No. 7215-T.A., 5-12-1903.

G.I. letter No. 1942-P., Fin., 30-3-1908 and G.O. No. 437, Finl., 16-9-1908. G.O. No. 469, Finl., 1-10-1908.

7. The following heads of departments and heads of officers are empowered to grant travelling allowance to the non-gazetted subordinates specified against them for joining a first appointment:—

Authority empowered to grant travelling allowance. (1)	Non-Gazetted Subordinates to whom travelling allowance may be granted by the authority mentioned in column 1. (2)
	PUBLIC DEPARTMENT.
	Government Press.
Superintendent, Government Press ...	Men engaged in Madras, whether from the Government Press, or otherwise, for employment in the Government Branch Press at Ootacamund.
	ARCHÆOLOGICAL DEPARTMENT.
	Office of the Superintendent, Archæological Survey.
Superintendent, Archæological Survey.	(1) Head Surveyor and Photographer.* (2) Surveyor.* *Office of the Assistant Archæological Superintendent for Epigraphy.* Photographer.†
	LOCAL AND MUNICIPAL DEPARTMENT.
	Sanitary Engineer's office.
Sanitary Engineer	(1) Assistant.* (2) Technical Superintendent.* (3) Draftsman.* (4) Surveyor.*
	Sanitary Commissioner's office.
Sanitary Commissioner	Draftsmen.* *Vaccination Establishment.* (1) Deputy Inspectors of Vaccination. (2) Vaccinators in the Agency tracts.
	King Institute, Guindy.
Sanitary Commissioner	(1) Oil-engine Driver.* (2) Gas-engine Driver.* (3) Mechanic.* (4) † Laboratory Assistants of the Bacteriological and Serum sections.† (5) Engine Driver and Fitter of the Bacteriological section.*

* The persons selected for these appointments should possess satisfactory evidence of their knowledge and previous experience of the work required of them and should possess certificates of efficiency and good character.

† The senior Laboratory Assistant who is a Civil Assistant Surgeon is excepted.

Authority empowered to grant travelling allowance. (1)	Non-Gazetted Subordinates to whom travelling allowance may be granted by the authority mentioned in column 1. (2)	
	REVENUE DEPARTMENT.	
Collectors of districts	(1) Drivers and Fitters appointed in connection with plague disinfecting apparatus at Ports.* (2) Foremen and compositors in Collectorate Presses. (3) Forest Surveyors and Draftsmen not trained in a recognized institution but possessing diplomas or group certificates in technical examinations. (The persons selected will be eligible for the concession only when the Collector certifies that trained men are not available.) (4) Town Surveyors, Deputy Surveyors and Draftsmen attached to the Land Records Tahsildars who have received the necessary training in the Madras Survey or other Survey Department.	G.O. No. 120, Finl. 17-3-1909.
	EDUCATIONAL DEPARTMENT.	
Director of Public Instruction ...	(1) Agricultural Teachers in Training Schools. (2) Sub-Assistant Inspectresses of Girls' Schools. (3) Sub-Assistant Inspectors of Muhammadan and Mappilla Schools. (4) Qualified Female Teachers in Girls' schools and in Training school for Mistresses. (5) Qualified Muhammadan Teachers in Muhammadan schools for Boys and Girls. (6) Superintendents of Hill Schools. (7) Teachers in the Government Breeks' Memorial school, Ootacamund.	
Inspectors of Schools and Inspectresses of Girls' Schools.	Teachers and Superintendents of Hill Schools mentioned above whose salary is not more than Rs. 30.	
The Director of Industries	To permit candidates selected for the post of draftsmen, mechanics, maistries, and engine-drivers, to draw travelling allowances for joining first appointments.	
	PUBLIC WORKS DEPARTMENT.	
Appointing authority	Non-Gazetted Subordinates of the Foreman or Mechanical class and Tracers.*	
	POLICE DEPARTMENT.	
Inspector-General of Police	European Sergeants of Police.	

NOTE.—The proposals to extend the concession to all non-Gazetted Police officers and to empower the controlling officers to sanction travelling allowances under the article, have been negatived (G.O. No. 950, Judicial, 15th May 1913).

* The persons selected for these appointments should possess satisfactory evidence of their knowledge and previous experience of the work required of them and should possess certificates of efficiency and good character.

	Authority empowered to grant travelling allowance.	Non-Gazetted Subordinates to whom travelling allowance may be granted by the authority mentioned in column 1.
	(1)	(2)
		JAIL DEPARTMENT.
	Inspector-General of Prisons	Warders on pay of Rs. 25 and less recruited under an authorized system from a district or province other than that in which they reside, provided that actual travelling expenses only are admitted for the journey.
	Director of Survey	Surveyors, Computors and Draftsmen in the Survey Department trained in the Madras Survey Department or other Survey Department.
G.O. No. 740, Fin., 16-12-1896.	Director of Agriculture	Managers and Assistant Managers of Agricultural Stations. Also candidates selected for posts of draftsmen, mechanics, maistries and engine-drivers of the Pumping and Boring Department.
	Collector of Tinnevelly	Non-ministerial officers of the Pearl Fishery steamer "Margarita" recruited from other districts.
		SALT, ABKĀRI AND CUSTOMS DEPARTMENT.
G.O. No. 532, Finl., 5-8-1913.	Board of Revenue (Separate Revenue).	Buglers trained in the Reformatory School, Chingleput, for joining their first appointment in the Salt, Abkāri and Customs Department.

District Munsif.

A.-G.'s letter to Dt. Munsif of Chicacole, No. 2227, 20-7-1896.

8. The exception to Article 1083 does not cover the case of a District Munsif.

Agricultural Students.

G.I. No. 3447, Fin., 30-12-1882, and M.G. No. 709, Edl., 22-12-1887.

9. Agricultural students in receipt of stipends from Government are entitled to travelling allowance for two journeys to the Agricultural College, and two journeys to their homes at the lowest rates admissible for third-class officers.

10. Jail officials on a pay of less than Rs. 10 a month recruited under an authorized system from a district or province other than that in which the officials appointed reside may, under the orders of the Local Government or, under its general sanction, of the Inspector-General of Jails, be granted travelling allowance for joining a first appointment not exceeding the amount of actual expenses incurred.

G.O. No. 1337, Judl., 17-9-1900.

11. The Inspector-General of Prisons is authorized to sanction the payment of the actual expenses of recruits specially enlisted in other districts for service as warders in the Koraput sub-jail.

Hospital Assistant Pupils.

12. Travelling allowance may be paid to hospital assistant pupils for journeys performed by them to join a Medical School in the Madras Presidency. G.I. No. 658, Home Dept. (Medl.), 31-7-1906, commd. in G.I. No. 4396-P., Fin., 3-8-1906. G.O. No. 513, Finl., 11-8-1906.

13. Persons, holding no Government appointment, who may be selected by a Local Government to undergo a course of training at any Government Agricultural College in India, may be allowed travelling expenses from Government revenues. G.I. Endt. No. 2191-P., Fin., 20-4-1906, and G.O. No. 369, Rev., 24-4-1906.

14. The Government of India have sanctioned the payment from Government revenues of the travelling expenses of students selected by Local Governments to undergo a course of training at a Veterinary College or at a Technical School or College in any part of India and also of students who may be deputed to visit special exhibitions and demonstrations (such as those occasionally organized in connexion with the Industrial School for silk rearing at Rajshahi). G.I. Endt. No. 4829-P., Fin., 27-8-1906, and G.O. No. 859, Rev., 4-9-1906.

15. The Government of India have empowered Local Governments to sanction the payment of the travelling expenses of State scholars from India to England and to adjust the cost as a charge against imperial revenues without a reference to any higher authority. G.I. Endt. No. 5573-P., Fin., 6-9-1907, and G.O. No. 639, Edl., 25-9-1907.

NOTE.—Such scholars should be allowed only second-class passage and single second-class railway fare *plus*, if necessary, the cost of extra freight, etc. G.I. Endt. No. 5751-Ex., Fin., 14-9-1907, and G.O. No. 491, Edl., 1-7-1908.

16. The Government of India have sanctioned the payment to a student attending the Training class at Sanawar for male teachers in European schools of single second-class railway fare for his journeys when he joins the class, when he goes on, or returns from, vacation and when he finally leaves Sanawar. G.O. No. 683, Edl., 1-10-1908.

Pensioners re-employed.

[C.S.R.—1084]

1. Retired medical officers appointed for plague or famine duty under G.O. No. 467, Public, dated 28th April 1897, are entitled, under Article 1084, to travelling allowance for joining first appointments. G.O. No. 941, Fin., 16-11-1897.

Journeys by Sea.

[C.S.R.—1085]

1. The condition, in this article, "which he cannot join except by sea," should be understood to mean "which he cannot join except by sea without resorting to extraordinary routes and unusual modes of travelling." G.O. No. 7530, Rev., 23-11-1889.

[C.S.R.—1088]

1. First-class passages to India on first appointment are granted by the Secretary of State only to officers who will, in India, rank in class I for travelling allowances, either because the services or appointments for which they are recruited are included in Civil Service Regulations, Article 1002, or Appendix 18, or because the pay or maximum pay of their appointments exceeds Rs. 500 a month. G.O. No. 40, Finl., 31-1-1910.

G.I. No. 1142-E.B., F.D., 22-2-12.

2. The Government of India is also authorized to grant at their discretion free passages in cases where the services of officers are terminated for inefficiency or other cause on the expiry of the term of their contract.

S. of S.'s Desp. No. 48, Rev., 18-4-1913. G.I. No. 490-E.B., F.D., 15-5-1913.

3. The Government of India is allowed to grant a passage to any country, or payment in lieu thereof, at their discretion, in all cases in which an officer's agreement provides for a return passage to England. In the case of an agreement providing for the grant of pay or other allowances, during passage to England the pay or allowances will be granted during passage to any other country.

The above concessions are subject to the following conditions :—

(i) that the officer executes a formal renunciation of him claim to the return passage to England (or of the pay or allowances during passage to England) in some binding shape,

(ii) that he leaves India, and

(iii) that no expenses are incurred beyond the sanctioned rate for a passage to England (or beyond the pay and allowances for the average period of voyage to England).

SECTION II.—JOURNEYS ON TRANSFER.

[C.S.R.—1094]

G.I., F.D. No. 51-E.B., 18-1-15, to the C.-G. 45-14 of 1914-15.

1. The charges for the transport of personal effects of an officer on transfer may be admitted in audit if they do not for good and sufficient reasons accompany him but are carried within a reasonable time before or after the date of his journey on transfer.

G.O. No. 749, Finl., 24-11-1915. G.A. 45-18 of 1915-16.

In case the personal effects of an officer on transfer are carried by passenger instead of by goods train, the expenditure that would have been incurred in carrying them by goods train may be allowed to the officer.

The refund of charges for the conveyance of personal effects or tents by road on transfer is inadmissible under this article.

G.I. No. 81-E.B., F.D., 27-1-1916, commg. (G.I. (Home Dept.), No. 202 (c), 24-1-1916 and G.O. No. 68, Finl., 1-2-1916. G.A. 45-19 of 1915-16.

2. In the case of an officer engaging a waggon for the transport of his personal effects and tents he is entitled to charge at goods train rates up to the maximum limit prescribed, provided that the claim does not exceed the amount which he has actually paid to the Railway Company on that account.

G.I., F.D., No. 1033-E.B., 24-7-1915, and G.O. No. 469, Finl., 26-7-1915. G.A. 45-14 of 1914-15-16.

3. In explaining the term "similar work" occurring in clause (*b*) (ii) of this article the Government of India have ruled that the concession regarding the free transport of horses as well as that of motor-cars under Article 1094 (*c*) will be admissible only in cases in which an officer holds an appointment in which the possession of a horse or a motor-car is advantageous from the point of view of his efficiency. It is not admissible, for instance, to an officer who uses a horse or a motor-car merely to take him to office or to an officer who is transferred from a touring to a Secretariat appointment.

[C.S.R.—1094(c)]

4. The words "instead of two horses" used in this clause mean no more than that instead of allowing the cost of transporting two horses the cost of carrying a motor-car might be permitted whether an officer keeps any horses or not, so long as the possession of the car is advantageous from the point of view of his efficiency and the officer does not charge for the same journey the cost of conveying both horses and a motor-car. G.I., 14-C., Home Dept., 3-1-1916, commd. with Finl, No. 24-E.B., 7-1-1916; G.A. 45-13 of 1915-16.

[C.S.R.—1094]

5. With the approval of the Government of India the Comptroller-General has issued the following rulings on certain questions regarding the travelling allowance of officers on transfer contained in Article 1094 of the Civil Service Regulations:—

(i) No allowances are admissible under Article 1094 for the conveyance of "personal effects"; when the journey is made wholly by road, and consequently charges for their conveyance between an officer's residence and the Steamer Ghat or Railway Station are not admissible under that article. C.-G.'s letter No. 664-A. and A./427-14, 29-7-1916.

(ii) When an officer carries his "personal effects" by road between stations connected by rail, he cannot claim to draw the charges that would have been admissible if he had carried his "personal effects" by goods train. In such cases no charges are admissible unless the goods are actually carried by rail.

NOTE.—When an officer on transfer for valid reasons, such as those mentioned in the example below, causes his personal effects to be sent by road between stations connected by rail, Local Governments are to allow such an officer to draw actual expenses up to an amount not exceeding what the freight would have been if the personal effects had been despatched by goods train. G.I., F.D., No. 747-E.B., 28-5-1917.

Example.—The subdivisional officer, Palwal, had to proceed to Gurgaon, the headquarters of the district, to officiate for short periods as Deputy Commissioner and sent his personal effects by road on each transfer at a cost of Rs. 9 per journey or Rs. 36 in all. He drew this sum under Article 1094, Civil Service Regulations, but the payment was disallowed. The distance from Palwal to Gurgaon is 33 miles by road and 57 miles by rail with a change of gauge likely to involve considerable delay, and the cost of conveying the luggage by goods train, would have been greater than that actually incurred in carrying it by road. G.O. No. 437, Finl., 30-6-1917.

(iii) In the case of horses, the rule is to the effect that an officer is entitled to their free transport if certain conditions are fulfilled. No allowance is, however, admissible when horses are marched by road whether the places are connected by rail or not. But an officer is entitled to reimbursement of the expenditure incurred in transporting his horse across a river, if the other conditions regarding distance, etc., are satisfied.

(iv) An officer who is recalled from leave and posted to a station other than that from which he went on leave, is not entitled to the free transport of horses and personal effects from his old station to the new.

(v) An officer, who is temporarily transferred from an appointment which necessitates his maintaining horses to one which does not, is not entitled to the free transport of his horse or horses to the new station.

(vi) When various rates are charged by the Railway Company for various classes of goods, the charges for the transport of "personal effects" should be passed at the goods rates which are *actually* charged for the different classes of articles.

(vii) The term "other craft" in clause (*a*) of Article 1094, is used in its strictly nautical sense and does not include country carts or similar conveyances.

G.O. No. 756, Finl., 27-12-1916.

(viii) The term "personal effects" used in clause (*a*) of Article 1094, does not include "buggies," or other conveyances as motor cycles, bicycles, etc., or motor-cars, or horses.

C.-G.'s No. 729, A. and A./427-14, 28-8-1916.

(ix) An officer is not entitled to any allowance for such incidental expenses except when they are admissible under Article 1032, Civil Service Regulations.

C.-G.'s letter No. 778-A. and A./336-16, 9-9-1916.

(x) An officer transferred from a non-touring to a touring appointment is entitled to the concession of free transport of horses under Article 1094 (*b*) (ii).

C.-G.'s letter No. 1118-A. and A. Q.W., 427/14, 14-12-1916.

6. Receipts issued by the railway or steamer companies in respect of freight charges for the carriage of personal effects, horses, etc., should be obtained from the officers preferring the claim.

7. Scale of tents laid down by the Madras Government—

G.O. No. 796, Finl., 2-11-1914. G.A. 45-14 of 1914-15.

G.O. No. 1473, Rev., 24-5-1917.

Class of officers.	Weight of tents. MDS.	
Collectors	55	
Sub-Collectors	35	
Assistant Collectors (passed) ...	35	
Assistant Collectors (unpassed) ...	25	
Deputy Collectors	25	
Director of Survey and Deputy and Assistant Directors of Survey in charge of Parties.	25	This scale is admissible until Government tents are supplied to Survey officers.
Additional officers in Parties ...	20	

8. The list of officers who are allowed to convey horses at Government expense under Article 1000, Civil Service Regulations—vide list under Article 1001 on pages 158-59 supra—should be taken as the list of officers to whom the concession in clause (*b*) of this article is admissible.

G.O. No. 736, Finl., 15-12-1916.

Tahsildars transferred as such from one taluk to another within the district or from one district to another, Sub-Inspectors of the Salt, Abkāri and Customs Department who are required to keep a horse, Sub-Inspectors of Police and Forest Rangers, have also been permitted to avail themselves of the concession.

9. The following is the list of appointments in which the possession of a motor-car by their holders is advantageous from the point of view of their efficiency—vide clause (*c*) (iv) of this article :—

G.O. No. 691, Finl., 2-11-1915 ; G.O. No. 589, Pol., 29-12-1915. G.A., 45-13 of 1915-16.

(1) Members of the Board of Revenue.
(2) Collectors of districts (including the Collector of Madras).
(3) Revenue Divisional Officers.
(4) Conservators of Forests.
(5) District Forest Officers.
(6) Deputy Commissioners of Salt, Abkāri, and Separate Revenue.
(7) Director of Survey.
(8) Officers in charge of Survey and Settlement Parties.
(9) Director of Land Records.
(10) Director of Agriculture.
(11) Deputy Directors of Agriculture.

[VI, 6-4-19]

Page 256.—*Insert* the following as paragraph 6-A under article 1094 of the Madras Supplement to the Civil Service Regulations :—

6-A. The Comptroller-General has ruled with the concurrence of the Government of India that the allowances granted under article 1094, Civil Service Regulations, are meant to meet the expenses incurred by an officer in respect of the conveyance of his personal effects in consequence of a transfer on duty from one station to another, and that the application of that rule to the case of an officer who had taken over charge of the new appointment at the old station itself in the interest of public service, should not be vitiated by the technical flaw that the actual move to the new headquarters took place after the officer had taken over charge of the new appointment.

C.-G.'s letter No. 137-A. and A./49-19, 10-2-1919.

[VI, 6-4-19]

(12) Superintendent, Civil Veterinary Department.
(13) Registrar of Co-operative Societies.
(14) Assistant Registrar of Co-operative Societies.
(15) Inspector-General of Registration.
(16) Inspector-General of Prisons.
(17) Inspector-General of Police.
(18) Deputy Inspectors-General of Police.
(19) District Superintendents of Police (including Deputy Commissioners of Police).
(20) Director of Public Instruction.
(21) Inspectors and Inspectresses of Schools.
(22) Chief Engineers, Public Works Department.
(23) Superintending Engineers (including Sanitary Engineer).
(24) Executive Engineers.
(25) Surgeon-General.
(26) Sanitary Commissioner.
(27) Deputy Sanitary Commissioners.
(28) Director of Industries.
(29) Resident in Travancore and Cochin.
(30) The Military Secretary to H.E. the Governor of Madras.
(31) The Chaplain of Mysore and Mercara.
(32) District Medical and Sanitary Officers.
(33) The Headquarters Sub-Collector.
(34) Deputy Superintendent of Police in charge of Sub-Divisions.

G.O. No. 105, Finl. 21-2-1916. G.A. 45-13 of 1915-16. G.O. No. 367, Finl., 1-7-1916. G.O. No. 452, Mis., 15-8-1916. G.O. No. 774, Finl., 29-11-1917. G.O. No. 7, Finl., 4-1-1918.

10 In the case of undermentioned appointments under the control of the Honourable the Resident in Mysore the possession of a motor-car is advantageous from the point of view of the incumbent's efficiency :—

First Assistant to the Resident in Mysore.
Collector and District Magistrate, Civil and Military Station, Bangalore.
District Superintendent of Police, Bangalore.
Residency Surgeon, Bangalore.

G.I., Foreign and Pol. Dept. Letter No. 1620-Est., 19-7-1915, and Resident's letter No. 5424, 2-8-1915. G.A. 45-14 of 1914-15-16.

Exceptions.

[C.S.R.—1094-Ex.]

Police Officers.

1. Whenever actual expenses are claimed on account of subordinate Police Officers in travelling allowance bills, a note should be made against all such items in the bill to the effect that the amount claimed represents the actual travelling expenses incurred by the officer concerned. The words "actual expenses" written in the remarks column of the bill will suffice.

A.-G.'s orders 14-1-1898.

2. Vizagapatam and Jeypore are viewed as two different Police districts for the purpose of this article.

Transfers in the Survey Department.

[C.S.R.—1096]

1. A Surveyor, transferred from one party to another, is entitled to travelling allowance, as *on transfer*, only for the journey to the headquarters of the party to which he is transferred. For journeys beyond that point, travelling allowance as for a journey, *on tour*, should be paid.

Letters to Supt. of Madras Survey. No. 1353, 25-4-1890.

Transfers of Subordinates.

[C.S.R. - 1098]

G.I. No. 7109-P., Fin. and Com., 25-11-1903.

1. In the case of an officer who was transferred during privilege leave and who received his orders of transfer at a place which is at a greater distance from his new station than his old station, the Government of India agreed that it is rational in such cases to ignore the certificates required by Article 1098, Civil Service Regulations, and to grant the travelling allowance which would be admissible had the officer actually travelled from his old station to the new one.

G.O. No. 4604-P., Finl., 14-8-1906.

2. When a non-gazetted officer who was residing with his family is obliged to move them in consequence of his transfer to another station he may be reimbursed the cost of travelling expenses on their account even though they may not proceed to his new station, but the travelling allowance drawn must be limited to actual expenses not exceeding the amount which would have been admissible if the family had proceeded to the officer's new station.

3. Travelling allowance is inadmissible under this article for the family of an officer when such family does not accompany or follow or precede, within the prescribed period, the officer to his new station.

G.I. 727, E.B., Finl., 29-10-1912.

4. A female officer cannot claim travelling allowance under this article for her husband except in the case of the latter being wholly dependant upon her. Such claims should, however, be referred for the decision of the Government of India by the Local Government concerned.

Transfer to Gazetted Appointment.

G.I. No. 1600-Ex., Fin., 10-4-1896.

5. An officer on transfer from a non-gazetted to a gazetted appointment may be allowed the concession stated in Article 1098.

G.I. No. 6837-E.B., F.D., 7-11-1911. G.A. 75-1 of 1911-12.

6. An officer transferred from one officiating gazetted appointment to another officiating gazetted appointment is not entitled to the concession admissible under Article 1098 of the Civil Service Regulations.

Famine Duty.

M.G.O. No. 576, Rev., 15-7-1897.

7. Officers deputed on famine duty in districts other than those in which they are serving should, as a rule, not be permitted to take their families with them at the public cost.

G.I. No. 3105-S.R., Fin. and Com., 21-7-1898.

8. An officer deputed on famine duty and whose case falls within the terms of Article 1098 is not debarred from drawing allowances under that article by the fact that he is also entitled to the benefits of Article 84. In this respect a transfer on famine duty should be dealt with like any other transfer.

Personal Effects.

G.I. No. 739-S.R., Fin., 16-2-1899.

9. The expression "personal effects" in Article 1098 bears the ordinary meaning of an officer's personal property which he takes with him for his personal use. It is not necessarily limited to what a railway company may find it expedient to class as "luggage" in its tariff tables.

[C.S.R.—1098, Note 1]

Page 258.—*Insert* the following as a note to the paragraph introduced by the fourth list of corrections, dated 8th February 1919 :—

NOTE.—This concession applies to members of the Railway Police in the case of those transfers only which are not transfers between stations within the limits of the line to which they are attached.

G.I. No. 1803-E.B., F.D. 18-12-1918, commd. with Endt. No. 1804-F.D., 18-12-1918.

[VI, 6-4-19]

Page 258.—*Insert* the following as paragraph 4-B under :—

[C.S.R.—1098]

of I. letter 1051-E.B., Fin., 7-18, and . No. 825, Finl., 0-18.

4-B. Police constables are allowed the concessions admissible under article 1098 of the Civil Service Regulations as it stood on 22nd July 1918 (the date of the Government of India letter No. 1051-E.B.), so as to enable them to draw in respect of all journeys on transfer, travelling allowance for their families and for the carriage of personal effects.

[IV, 8-2-19]

Page 258.—*Substitute* the following *for* paragraph 9-A under article 1098 inserted by the first list of corrections, dated 6th June 1918 :—

9-A. The one and one-third times a third-class railway fare and one second-class fare respectively admissible to officers on Rs. 100 or less and officers on more than Rs. 100 for the carriage of personal effects on transfer under clause A (ii) of this article should be calculated on the non-mail rates only in those cases in which the mail and non-mail rates differ.

C.-G.'s letter Nos. 22 A and A/643-17, 9-1-18, and 969 A and A/589-18, 23-12-18.

[IV, 8-2-19]

Page 259.—*Insert* the following in its proper place :—

[C.S.R.—1098, Note (1)]

Non-Gazetted officers of all departments are allowed to draw travelling allowance for journeys between Salur to Koraput, Jeypore and Indravati and vice versa on the scale laid down in the article, subject to the condition that all claims to this concession are admitted by the head of the department or the chief executive officer of the department serving in the district.

G.O. No. 276, Finl., 28-3-1919.

[VII, 10-5-19]

[C.S.R.—1098, Note 1]

Page 259.—*Insert* the following :—

The Government of India have authorized Local Governments at their discretion to apply the provisions of article 1098, Civil Service Regulations, to all journeys on transfer of less than two hundred miles.

G.I., F.D., No. 1723 E.B., 4-12-18, commd. with Endt. No. 1724-E.B., 4-12-18.

[IV, 8-2-19]

10. Receipts issued by the railway or steamer companies in respect of freight charges for the carriage of horses should be obtained from the officers preferring the claim. C.-G.'s letter No 1118-A. and A., Q.W. 427/141, 14-12-1916.

[C.S.R.—1098 (*a*)]

1. An officer entitled to the concession in Article 1098 (*a*) may be allowed the cost of carriage by goods train or cargo steamer of his personal effects within the limits of the prescribed scale, however, such effects may be carried, i.e., whether by goods train or passenger train, or otherwise. G.I. letter No. 1393-S.R., Fin., 23-3-1900; M.G.O. No. 37, Fin, 4-6-1900.

[C.S.R.—1098 (*a*) (i)]

1. The Government of India have ruled that an officer with a family numbering eight persons and travelling third-class can draw the equivalent of eight third-class tickets in lieu of four second-class, provided the cost of the eight third-class tickets does not exceed the four second-class fares admissible under this article. G.I. No. 4309-P., Finl., 31-7-1906.

[C.S.R.—1098 (*b*)]

1. The journey by road should, for the purpose of calculating the amount admissible under this article, be treated as a whole, even if it is divided into two or more parts by a journey by railway or steamer intervening. A.-G.'s ruling, 8-1-1901.

[C.S.R.—1105]

1. In the case of an officer who, while on privilege leave in London, received orders transferring him from Turbat-i-Hydari in Persia to Sibi in Baluchistan, the Government of India ruled that the travelling allowance to Sibi should be allowed only from the port in India at which he landed, passage money from London to India not being admissible to an officer whose appointment is changed while he is on privilege leave out of India. G.I. letter No. 6886-P., Fin., 13-12-1905.

2. An officer transferred during privilege leave who receives his orders of transfer at a place out of India, is entitled to travelling allowance from the last station to which he was posted before proceeding on leave. G.I. No. 856-T.A., F.D., 11-2-1902.

SECTION III.—JOURNEYS TO HILL STATIONS.

List of "Hill Stations."

[C.S.R.—1110 to 1115]

1. Government has ruled that the following shall be held to be "Hill stations" for the purposes of these articles—Ootacamund, Coonoor, Kotagiri and Wellington in the Nilgiri district; Kodaikanal in the Madura district; Yercaud in the Salem district; Ramandrug in the Bellary district; and Pirmad in Travancore (within a radius of five miles from the Residency above the ghats). G.O. No. 343, Fin., 9-5-1891, and G.O. No. 536, Fin., 12-7-1894.

The various hill stations on the Nilgiris are treated as one station for the purpose of Article 1115, Civil Service Regulations. M.G.O. No. 803, Fin., 17-9-1898.

2. Daily allowance for halts at the Local Government's permanent headquarters in the plains during the stay of the Local Government at the hills, is admissible to an officer whose headquarters are those of the Local Government, provided he returns to the temporary headquarters

G.I., F.D., No. 808-E.B., 7-7-1913.

at the hills before the Local Government moves down. This order will apply to officers who are required to move with the Local Government or Local Administration from and to the hills and not to officers who are permitted to accompany the Local Government or administration to the hills.

Accompanying the Government.

[C.S.R.—1110]

[See Hill Allowance Regulations, Appendix A.]

G.O. No. 575, Fin., 8-12-1908.

1. The provisions of the Madras Hill Allowance Code shall not be applicable to any officer or his establishment outside the staff of the Government Secretariat proper. For the purposes of the Code, the Consulting Architect to Government and his establishment and the establishment of the Sanitary Board will be regarded as forming part of that staff.

In those cases in which an officer is permitted to spend a portion of the year at Ootacamund subject to the condition that the extra expense is borne by the State, the travelling allowance of himself and the establishment which he may be permitted to take to the hills will be governed by the ordinary travelling allowance rules.

G.O. No. 377, Finl., 12-6-1915 and 644, Finl., 16-10-1915.

2. Officers to whom the provisions of the Madras Hill Allowance Code do not apply and who are required by general Orders to proceed to Ootacamund during the stay of Government on the hills, viz., the members of the Board of Revenue, the Surgeon-General and the Director of Public Instruction, will be allowed to draw travelling allowance for their journeys to and fro under the ordinary rules in the Civil Service Regulations, but will not be granted daily allowances. The establishments which such officers take with them to the hills under the sanction of Government will likewise get travelling allowance for their journeys to and fro and in addition daily allowance under the ordinary rules.

G.O. No. 343-L., 20-3-1907.

3. The Sanitary Commissioner for Madras is permitted to spend not more than two months at Ootacamund when the headquarters of Government are there, subject to the condition that no extra expense to the State is incurred thereby.

G.O. No. 150, Finl., 13-3-1916. G.A. 45-29 of 1915-16.

4. The Inspector-General of Police is required to proceed to Ootacamund during the stay of Government on the hills. The stay there is limited to two months. He is permitted to draw travelling allowance under the ordinary rules for the journey to and fro, but no halting allowance.

G.O. No. 150, Finl., 13-3-1916 and G.I. No. 230, 1-4-1916, commd. with G.I., F.D., Endt. 388-E.B., 7-4-1916.

He will be allowed to take with him an establishment consisting of one clerk, one head constable and one constable. The establishment will draw travelling allowance for the journeys to and from Ootacamund and also full halting allowance for the entire period of its stay at that station.

G.O. No. 820, Edl., 9-12-1907 and G.O. No. 354, Finl., 21-8-1909.

5. The Director of Public Instruction is required in the interests of the State to spend four months in each year with Government at Ootacamund on the understanding that this concession does not count in or diminish the time spent by him on tour in the Presidency in any year and that during his stay at Ootacamund for such period, he should be considered to be on duty.

[C.S.R.—1110]

Page 260.—(1) *Insert* the following as a note under the first paragraph of rule 1 :—

G.O. No. 716, Finl., 26-8-18.

NOTE.—Beginning with the year 1918, the provisions of the Madras Hill Allowance Code shall be applicable to the establishments which the Director of Public Instruction and the Surgeon-General are allowed to take with them to the hills every year.

(2) *Delete* the words "the Surgeon-General and the Director of Public Instruction" from lines 4 and 5 of rule 2.

[IV, 8-2-19]

The Director is permitted to take with him when he proceeds to the hills during the stay of Government there, an establishment consisting of one clerk, one typist and two peons. G.O. No. 377, Finl., 12-6-1915 and G.O. No. 644, Finl., 16-10-1915.

6. The following rules are laid down regarding the visits of the Members of the Board of Revenue to Ootacamund :—

(1) The Board of Revenue will submit to the Government on or about the 1st March of each year a statement showing the periods, which should not exceed two months in the case of each member, during which the Members of the Board propose to stay at Ootacamund during the ensuing hot weather. In this statement the visits of the Board to the hills should be so arranged that not more than two members are there at the same time.

(2) When the statement above referred to has been sanctioned by the Government, the Members of the Board will be required in accordance therewith to visit the hills for the periods therein sanctioned, unless they obtain permission not to do so, and such visits shall be held to be on duty and to be in the interests of the State and the Members of the Board shall be entitled, under Article 1114 of the Civil Service Regulations, to draw travelling allowance for their journey to and from Ootacamund. Each Member of the Board will be allowed to take with him an establishment consisting of one clerk, one muchi, and two peons at the expense of the State. G.O. No. 369, Finl., 29-5-1914. G.A. 45-18 of 1913-14-15.

(3) Members of the Board of Revenue who act for short periods not exceeding three months will not ordinarily be required to come to Ootacamund under the foregoing arrangement.

[C.S.R.—1112]

1. An officer who proceeds to the hills for his own convenience must go to the hills and back to his place of duty, wherever that may be, without expense to Government. The Local Government in case of dispute or doubt may decide what should be considered to be the place of duty. G.I. letter No. 5452-Ex., Fin., 30-12-1896.

2. The Government Botanist is allowed to work for a period not exceeding two months in the year on any of the hill ranges of the Presidency, provided the State is put to no additional expense by the grant of this concession. G.O. No. 135, Rev., 2-2-1904.

3. Archæological officers who go to the hills for the annual recess may draw the travelling allowance for the double journey between their headquarters and the summer headquarters of the Local Government or, provided it does not exceed the above travelling allowance, from their headquarters to any other hill stations in which they actually spend the recess and back but may not draw halting allowance. Letter from G.I. in the Home Department No. 310, 14-10-1909, commd. in No. 5740 F.O. & A., F.D., 16-11-1909. G.O. No. 880, Pub., 8-11-1909, Endt. No. 4448-1, Finl., 19-11-1909.

4. An archæological officer proceeding to any hill station for the annual recess may take with him an assistant, a clerk or a draftsman, and two peons, who will be entitled to draw travelling allowance under the usual rules, and halting allowance during the period of their stay in the hills up to a limit of two months. G.O. No. 500, Pub., 10-6-1910, commg. G.I. letter No. 232, 27-5-1910.

5. An archæological officer should not take his recess in instalments interrupted by visits to the places as such a method interrupts both his inspection and his scriptory work. He should not commence G.O. No. 798, Pub., 2-9-1910.

his recess while there is any urgent matter which requires his attention in the plains still undisposed of. If however some unforeseen circumstance arises while an officer is taking his recess which justifies his leaving his hill station, there is no objection to his doing so and receiving travelling allowance for the purpose. The period of such absence from the hill station will however count against his recess which should run for three months continuously from the date on which it commences.

G.O. No. 1121, Pub., 10-6-1916; G.A. 45-2 of 1916-17.

6. The Assistant Archæological Superintendent for Epigraphy is allowed the privilege of spending two months of the year on duty at a hill station within the Presidency, subject to the condition that no extra expense to the State is incurred thereby.

G.O., No. 124, Mar., 27-3-1918.

7. The Presidency Port Officer is permitted to carry on his duties at the headquarters of Government in the hills for a period not exceeding six weeks in each year, on the understanding that the State is not put to any extra expense on that account and that he himself pays batta and travelling allowance on the scale admissible under the Civil Service Regulations to any peon or clerk he may require to accompany him.

S. of S.'s Desp. No. 38, Rev., 20-2-1914, commd. in G. I., F.D., No. 345, E.B., 13-3-1914, and G.O. No. 886 L., 11-5-1914, commd. in Finl. Endt. No. 3452-1, 21-5-1914, G.A. 33-3 of 1913-14.

8. All Deputy Sanitary Commissioners, whether belonging to the Indian Medical Service or not, should be permitted to enjoy a short recess in the hills during the hot weather and the provisions of Article 1112 of the Civil Service Regulations should be so far relaxed that if a Deputy Sanitary Commissioner during his recess at a hill station is required to proceed temporarily on duty to another station, he may be granted, as a special case, at the discretion of the Local Government, travelling allowance for the journey there and back.

G.O. No. 882, Judl., 27-4-1915.

9. The Inspector-General of Registration is permitted to carry on his duties at a hill station for a period not exceeding two months in all in each year on the understanding that the State is not put to any extra expense on that account. The Inspector-General should himself pay batta and travelling allowance on the scale admissible under the Civil Service Regulations to any peon or clerk he may require to accompany him.

G.O. No. 423, Finl., 5-7-1915. G.A. 45-3 of 1915-16.

10. The Director of Industries is permitted to spend not more than two months in each year with Government at Ootacamund subject to the condition that no extra expense to the State is incurred thereby.

[C.S.R.—1113]

G.I., F.D., No. 4870, F.E., 18-8-1911.

The Government of India recognize that a useful purpose may be served by the Accountant-General being occasionally for a short time with his Local Government at the hills and they consider that a recess can be allowed without detriment to his ordinary work if the occasion is chosen at a time of the year when the pressure of business in the Accountant-General's office is not great. They have further directed that the Accountant-General may without further sanction visit the summer headquarters of Government for a fortnight in each year, but he should first consult Government as to the time when he should avail himself of this concession, in case of an opportunity being desired for the discussion of any matters of importance.

G.O. No. 716, Finl., 26-8-18.

[C.S.R.—1114, Note]

Page 263.—*For* the word "establishment" in line 1 of rule 1, *read* "establishments" and *delete* the words "the Surgeon-General and Director of Public Instruction, Madras" occurring in lines 1 and 2.

[IV, 8-2-19]

The Accountant-General should give previous intimation of his intention to the Controller of Currency who will forward it to the Controller-General who will issue orders thereon after satisfying himself that the proposals do not interfere with any special accounts requirements. The visit to the hills should not entail any extra expense to Government. C.-G.'s letter No. 182 E/8-15, 23-1-1915.

[C.S.R.—1114]

"The local Audit staff of the Accountant-General, Madras, including the Examiner of Local Fund Accounts are exempted from the operations of Article 1114 of the Civil Service Regulations in cases in which their halts at hill stations exceed ten days and the conditions (*a*) and (*b*) of Article 1056, Civil Service Regulations, are fulfilled. G.I., F.W., No. 983, F.E., 30-8-1916. L.F. case.

[C.S.R.—1114 Note]

(1) The establishment of the Members of the Board of Revenue, the Surgeon-General and the Director of Public Instruction, Madras, are exempt from the operation of Article 1056 of the Civil Service Regulations in respect of their halts at Ootacamund for periods in excess of ten days during the stay of Government on the hills; they may also draw the full daily allowance admissible under the rules for the entire periods of such halt. G.O. No. 377, Finl., 12-6-1915 and G. of I., Home Dept., Letter No. 1714, 6-10-1915, read in G.O. No. 644, Finl., 16-10-1915.

[C.S.R.—1115]

Other Officers.

1. The expression "travelling allowance" as used in Article 1115 includes daily allowance. G.O. No. 24, Finl., 10-1-1898, commg. G.I. No. 5417-S.R., Fin., 16-12-1897.

2. When an officer in the course of an ordinary tour visits, for the purpose of inspection or the like, a place within his ordinary jurisdiction, the fact that the place is a hill station does not take the case out of the travelling rules applicable to tours or bring it within the operation of Article 1112. Articles 1114 and 1115 are however intended for the purpose of restricting an officer in such a case from converting ordinary tour visit into a temporary residence at a hill station by limiting the grant of travelling allowance to the officer who so converts it, the travelling allowance of the establishment of such an officer being subject to the same limitations as apply to the officer's own travelling allowance. The question of an officer's halt at a hill station is treated as a question of control, but in the matter of allowances it is not deemed right that an officer should obtain at the charge of the public revenues compensation for extra expenditure which he has incurred for his own convenience and comfort and which is not imposed on him by the discharge of the duties of his office. G.I., Fin., No 8876-P., 2-8-1894.

3. Vide paragraph 13 under Article 1056 of the supplement.

4. The term "authorized holidays" includes "casual leave," and the intention of the article is that daily allowance should be passed to an officer only for the period of duty and for that reason it is required that this period should be stated. It was not intended that any daily allowance should be given for authorized holidays—whether including casual leave or not—spent on the hills on the completion of the period G.I. No. 195 F-48-2, Dept. of Rev. and Agri. commd. with G.I. No. 222-E.B., F.D., 4-3-1913 and G.I. No. 767-E.B., F.D., 28-6-1913.

of duty. During the period of duty itself, daily allowance is admissible under Article 1052 on authorized holidays and inadmissible for days on which the officer is granted casual leave.

G.I., F.D., No. 222-E.B., 4-3-1913. G.A. 45-20 of 1913-14.

NOTE.—The countersignature of the travelling allowance claims by the Head of the Department or a Secretary to Government as the case may be, may be accepted in the place of the official intimation required under this article.

SECTION IV.—JOURNEYS TO ATTEND EXAMINATIONS.

Departmental and Hill or Frontier Languages.

[C.S.R.–1116]

G.O. No. 333, Edl., 5-6-1888.

1. The special tests prescribed for officers of the Salt and Abkāri Department are obligatory departmental examinations.

D.A.-G.'s orders, 24-2-1914, Cust. 1-3 of 1913-14.

2. The special tests prescribed in G.O. No. 2812, Revenue, dated 25th August 1910, for officers of the Customs Department may similarly be regarded as obligatory departmental examinations.

G.O. No. 312, Edl., 22-5-1807, commd. in Finl. Endt. No. 2777-1, 18-6-1907.

3. The Government have ruled that the Précis-writing test is no more obligatory than any other special test and that the examination should not, therefore, be treated as obligatory for the purpose of this article.

G.O. No. 77, Edl., 15-2-1907, commd. in Endt. No. 1220-1, Finl., 11-3-1907.

4. The Type-writing Examination, Advanced and Intermediate grades, should, in the case of typists who are already permanently employed by Government, be treated as an obligatory departmental examination for the purposes of this article.

G.O. No. 173, Edl., 19-3-1909, commd. in Govt. Endt. No. 1160-1, Finl., 26-3-1909. G.O. No. 494, Edl., 19-8-1910.

This rule applies only to persons employed as *permanent typists* in the service of Government.

M.G. No. 328, Finl., 8-1-1901.

1. Travelling allowance for journeys undertaken to appear at compulsory examinations are admitted upon a certificate that the officers have not previously drawn travelling allowance twice for the same standard.

2. Bills on account of travelling allowance for attending departmental examinations should be countersigned by the heads of departments concerned with reference to the certificate furnished to them by the President, Board of Examiners, showing the dates on which the officers concerned were actually present at Madras. The standard in which the officer appeared for the examination should also be noted in the bills.

G.O. No. 5, Rev., Rout., 2-1-1906. G.O. Mis. No. 150, Rev., 22-5-1913.

3. The Madras Survey Departmental Test styled the Field Surveyor's Test and the Deputy Surveyor's Test, prescribed in G.O. No 39, Revenue, dated 8th January 1902,. and the Revenue Draftsman's Test prescribed in G.O. No. 900, Revenue, dated 30th March 1908, are obligatory departmental examinations.

G.O. No. 587, Rev., 14-3-1916.

Government have declared the Head Surveyor and Sub-Assistant's Test prescribed in Board's Proceedings No. 9 (Revenue Settlement, Survey, etc.), dated 12th January 1915, to be an "obligatory departmental examinations" for the purposes of this article.

4. The Government have declared the undermentioned examinations to be "obligatory departmental examinations" for the purpose of this article :— G.O. No. 1187, Judl., 27-8-1908.

(i) The Departmental test for Inspectors and Sub-Inspectors held in the Provincial Police Training School, Vellore.

NOTE (a).—Travelling allowance may be granted to the Sub-Inspectors of Police, who having failed to pass the departmental tests at Vellore School, appear once again for them at the District Centres (vide F.O.C. No. 328-an., dated 28th February 1917, from the Inspector-General of Police, Madras).

(ii) The Station-house officer's test for Uriya candidates held in the Training school at Pārvatīpuram.

(iii) The Vernacular test in Uriya (sanctioned in G.O. No. 1137, Judicial, dated 17th August 1908) for Sub-Inspectors and head constables.

(iv) The signalling test for head constables and constables in Malabar.

(v) The Departmental test in Police Orders and Practice for Managers and Accountants in the Police Department.

(vi) Departmental examinations (1) in Acts, Rules and Departmental Orders and (2) in a vernacular other than the vernacular in which he has passed a University or other examination or which is his mother tongue for a Probationary Sub-Registrar. G.O. No. 1242, Judl., 21-6-1913.

(vii) The Departmental Examination in a vernacular other than the one in which he has passed a University or other examination or which is his mother tongue for a Sub-Registrar of the first two grades. G.O. No. 1518, Home (Judl.), 24-7-1917, commd. in Finl. Endt. No. 5623/1, 3-8-1917.

This is declared to have retrospective effect.

(viii) The examination in medicine and surgery for veterinary subordinates for promotion from third to second grade. G.O. No. 2582, Rev., 27-8-1913, commd. in Finl. Endt. No. 5968-1, 19-9-1913; Spl. 1-2 of 1913-14.

5. Government have authorized the grant of travelling allowance under this article to Indian District Munsifs for journeys performed by them to attend the compulsory Vernacular Test under the rules for admission to the Provincial Civil Service. G.O. No. 409, Pub., 6-3-1916. G.A. No. 45-30 of 1915-16.

6. The Government have declared that the departmental examination for a District Registrar in a second vernacular is an "obligatory" departmental examination for the purpose of this article. G.O. No 684, Home (Judl.), dated 26-3-1917.

[C.S.R.—1116, Note]

1. The Local Government has sanctioned the extension of the provisions of Article 1116 to the examinations held under the Government Notification published on page 489 of the *Fort St. George Gazette* of 1st May 1894 (examinations in vernacular languages of European and Eurasian civil officers other than Members of the Indian Civil Service), and to examinations in Forest Law and Revenue and the Forestry Test in which Forest Rangers and Foresters may wish to qualify themselves with the approval of the District Forest Officers, and also to the clerks in the Local Fund branch of the Accountant-General's office who appear for the Subordinate Accounts Service examination. M.G. No. 1831, Mis, Finl., 8-8-1894. G.O. Mis. No. 2807, Rev., 19-7-1894. G.O. No. 1121, Rev., 5-10-1904. G.O. No. 813, Finl., 19-12-1904.

G.O. No. 779, Rev., 16-3-1912.

2. Government have extended the provisions of this article to the Vernacular and the Equitation tests prescribed for the post of Deputy Collector.

G.O. No. 1697, Rev., 7-6-1912.

The provisions of Article 1116 have been extended to the departmental special tests specified in the margin in the case of probationary revenue inspectors appointed in each district to provide for the training of men required for the higher divisions of the subordinate revenue establishments.

*Account Test, Higher Grade.
Revenue Test, Higher Grade.
Criminal Test, Higher Grade.

Paragraph (8) of the notification printed in G.O. No. 2812, Rev., 25-8-1910.

G.O. No. 915, Sep. Rev., 2-11-1916, commd. in Finl. Endt. No. 6477-1, 6-11-1916.

3. Clerks and Accountants in the Salt and Abkāri Department drawing less than Rs. 50 and Sub-Inspectors drawing less than Rs. 60 and officers in the Customs Department drawing Rs. 30 and less (excepting those in independent charge of outports) are not required to pass any test. Government have, however, extended the provisions of this article to journeys made by (1) Clerks and Sub-Inspectors of the Salt and Abkāri Department who are permitted by the Assistant Commissioner to appear for any departmental test which is not obligatory on them at the time they appear for it, and (2) officers, Clerks and Accountants of the Customs Department who receive similar permission from the Collector of Customs, Madras.

G.O. No. 794, Finl., 21-9-1916. Salt 1-1 of 1916-17.

4. Government have extended the provisions of this article to journeys made by Customs Inspectors and Assistant Inspectors for attending examination in Salt tests A, B, D and F.

G.O. No. 643, Home (Judl.), 17-3-1917.

5. The provisions of this article are extended to vernacular examination in shorthand in the case of police officers proceeding to Vellore each half-year, travelling allowance being admissible under the ordinary rules for each journey.

[C.S.R.—1119]

G.I. letter No. 5015-T.A., F.D., 18-8-1903.

1. The term "proficiency" in this article implies success in any examination in an oriental language, for which a reward is admissible.

SECTION V.—JOURNEYS OCCASIONED BY LEAVE OR RETIREMENT.

General inadmissible.

[C.S.R.—1121]

Letter to Bd. of Rev., No. 2641, 14-9-1893.

1. An officer who prefers an appeal against his dismissal should await the result, but if he chooses to leave his station before that is known, he must be held to have done so at his own risk, and will not, therefore, be entitled to travelling allowance, though he will be entitled to joining time for his return to duty.

G.I., F.D. No. 3659-P., 20-7-1894.

2. The sanction of the Government of India is necessary for payment of travelling allowance to an officer who, while on suspension, performs a journey in connection with an enquiry into his own case.

3. An officer rejoining from leave is not entitled to any travelling allowance even though he be allowed the special concession of joining time on subsidiary leave allowance under Article 227.

[C.S.R.—1116, Note]

Page 266.—*For* paragraph 4 *substitute* the following :—

4. The provisions of this article are extended to examinations in vernacular shorthand and advanced English shorthand at 140 words per minute prescribed in G.O. No. 287, Home (Judicial), dated 4th February 1918, in order to enable police officers appearing for the examinations to draw travelling allowance for their journeys to and from Vellore, where the examinations are held, whether they appear for the first time in order to earn the shorthand allowances, or on subsequent occasions when the maintenance of their efficiency is tested.

G.O. No. 643, Home (Judl.), 17-3-1917; G.O. No. 510, Home (Judl.), 5-3-1919, commd. with Finl. Dept. Endt. No. 933-A./1, 8-3-1919.

[VI, 6-4-19]

[C.S.R.—1121]

Page 267.—In paragraph 6 under this article *delete* the words "South Kanara" and "the Nilgiris and Coimbatore" occurring in lines 3 and 4.

G.I., Fin. Dept., Endt. No. 469-E.B., 1-4-1919, and G.O. No. 722, Home (Judl.), 28-3-1919.

[VII, 10-5-19]

Page 267.—*Insert* the following as paragraph 3 under article 1121-A :—

2. The terms of appointment of officers who come out to India under agreement, whether for a definitely limited period or as members of a regular service, generally include a provision regarding free passage to England on or before the expiry of their contracts or of the probationary period as the case may be. The term 'passage to England' includes not only passage by sea but also travelling allowance from the station in which the officer was last serving to the port at which he embarks.

G.I. letter No. 461, E.B, 18-3-1920. G.O. No. 339, Finl., 7-4-1920.

[XVII, 9-4-20]

4. Free passage is not admissible to Warrant officers in Civil employ proceeding on, or returning from, leave on medical certificate taken in combination with privilege leave under Article 233. G.I., F.D., No. 4346, 19-8-1901.

5. The provisions of Article 1121 do not bar the claim of an officer to travelling allowance admissible for journeys undertaken for the purpose of passing an examination, although the officer may be on privilege leave, while travelling and during the examination. G.I., F.D., No. 1597, 15-4-1892, commd. with G.I. No. 4030, F.O. and A., F.D., 10-8-1909.

In the case of an officer on privilege leave and residing at a station other than the place where he was last on duty, travelling allowance for attending an obligatory departmental examination should be admitted from either of the two stations to the place of examination whichever would give him less travelling allowance. A.-G.'s order, 10-6-1913 and G.O. No. 2144, Rev., 16-7-1913, commd. in Finl. Endt. No. 4785-1, 24-7-1913.

6. The head constables and constables who are natives of the Malabar district serving in the police force of the Madras City and of the district of the Presidency other than South Kanara, North and South Malabar, the Nilgiris and Coimbatore may be granted railway fares or warrants for their journeys to and from Malabar, once in three years to enable them to visit their homes on leave. G.I., F.D., No. 1164-E.B., 18-8-1915. G.O. No. 1973, Judl., 20-8-1915.

[C.S.R.—1121-A]

1. All applications for grant of free passage to and from Europe should be submitted to Government through the audit officers. The audit officers should certify as to the admissibility of the application under rule, or special agreement applying to the officer concerned, in forwarding it to Government. G.I., F.D., No. 1947, 20-4-1910. G.O. No. 200, Finl., 14-5-1910.

When the accounts officer is unable to certify as above and it is desired by the administrative department of the Secretariat concerned to press the point, reference should be made to the Government of India by the Financial Department. M.G. Memo. No. 2838-2, Finl., 25-7-1910.

Leave on Medical Certificate.

[C.S.R.—1122 (a)]

1. A military officer, who is entitled to free passage when proceeding to England on furlough on medical certificate, may be allowed refund of passage money when leave, taken in the first instance as privilege leave, is commuted into leave on medical certificate. But the concession is not admissible when leave on medical certificate is added to, and combined with, privilege leave. G.I. No. 3929-T.A., Finl., 27-7-1901.

Recall from leave.

[C.S.R.—1127 (b)]

1. An officer recalled to duty is not entitled to any expenses incurred by him in returning to Europe or elsewhere to complete the unexpired portion of his leave. The grant of furlough is always subject to the exigencies of the public service, and in times of emergency the furlough of officers is liable to be curtailed. Such being the condition on which furlough is obtained, no claim to compensation in any form whatever can be advanced if the Government see fit to shorten the period of an officer's furlough. The concession of a free passage out to India, on the recall of an officer to duty, must be looked upon as an act of pure berality to which the Government of India are not prepared to ecommend any addition. G.I. No. 4857, Home (Pub.), 16-8-1901, recorded in M.G. No. 722, Finl., 28-8-1901.

G.I. No. 3389, S.R., F.D., 5-8-1898. G.I. No. 5868-T.A., F.D., 1-12-1900. M.G. No. 1290, F.D., 13-12-1900. G.I. No. 313-T.A., Finl., 11-1-1901. M.G. No. 88, Finl., 4-2-1901.

2. Any telegram recalling an officer to duty from leave in England should state whether it is desired that he should proceed to India by the quickest route or should arrive in that country by a specified date. In the first case, a passage from Brindisi will be secured and the cost of the railway journey to Brindisi allowed; in the second case, if time admits, a passage will be engaged from London to Bombay. When an officer under civil leave rules is recalled to duty before the expiration of his leave and is required to proceed to India via Marseilles or Brindisi, he should be allowed to take overland, free of charge, 140 lb. of luggage. In order to avoid the necessity of making payments to officers in respect of this concession after their arrival in India, instructions have been issued by the Secretary of State that in all such cases the sum of £1 should be paid to the officer in England before embarkation, if he travels via Marseilles. If he travels via Brindisi he should receive £2-12-10 if provided with a ticket for the ordinary train and £1-18-4 if provided with a ticket for the special express train.

G.I. No. 7091-P., F.D., 28-11-1907. G.O. No. 606, Finl., 9-12-1907.

3. In the case of an officer who is permitted to make his own arrangements for returning to India the allowance in lieu of passage from London has with effect from 13th August 1907 been fixed at £41-5-0 when paid in England and Rs. 605 when paid in India. No deductions are made on account of messing.

[C.S.R.—1132]

G.I. No. 5030-P., Finl. Dept., 6-9-1906.

1. Article 1132 of the Civil Service Regulations was intended to meet cases of officers temporarily employed in one place only. In the case of officers who, by the nature of their duty, are transferred from place to place, the rule must be read in an extended sense so as to admit of the grant of travelling allowance for the return journey to such an officer from the last place to which he was posted during the course of his employment.

SECTION VI.—OTHER OCCASIONS.

To give Evidence.

[C.S.R.—1133, Note 2]

A.-G.'s order, 31-11-1903.

1. An officer under suspension summoned to give evidence in any departmental enquiry can be paid travelling allowance under this article from and to the place from which he is summoned as if he were on duty and the charge debited to the department to which he belongs.

D.A.-G.'s orders, 4-11-1912 (case Vizagapatam of 1912-13).

2. A Revenue Inspector on leave summoned to give evidence in connexion with a departmental enquiry is no longer bound by the restrictions of his jurisdiction and can be paid the travelling allowance admissible to an officer of the same class on tour to whom restrictions regarding jurisdiction are not applicable.

[C.S.R.—1133 & 1134]

A.-G.'s Cir. No. XIV, 27-5-1898.

1. An officer attending a Civil Court to give evidence of the nature referred to in Article 1133 should invariably obtain from the Court any travelling or subsistence allowance (not salary) to which he may be entitled under the rules of the Court. If travelling allowance is subsequently claimed departmentally under the above article the bill

must be supported by a certificate from the Court in the subjoined form, and Treasury officers are required to decline payment of bills in the absence of such certificate :—

"Certified that————appeared before me as a witness on behalf of———in a Civil Case for———days, from————to————in his official capacity to depose to facts within his official knowledge, and that he has been paid by me the undermentioned allowances :—

	RS. A. P.
Travelling allowances	
Subsistence allowances	
Total ...	

It is optional for an officer summoned to give evidence in his public capacity either to retain the allowance given to him by the Court or to draw travelling allowance under Article 1133. G.I. No. 2121, Fin. and Com. Dept., 27-4-1889.

2. When an officer attends a Criminal Court to give evidence, the Court will not make any payment to him but will give him a certificate setting forth that he appeared to give evidence of facts which had come to his knowledge or of matters with which he had to deal in his official capacity, the dates on which he appeared and the period for which he was detained so as to enable him to draw travelling allowance under Article 1133 of the Civil Service Regulations departmentally. G.O. No. 1176, Judl., 25-7-1905.

A similar certificate should be furnished by the officer presiding over a departmental enquiry when an official witness is summoned to attend the enquiry in his official capacity. G.O. No. 51, Finl., 5-2-1910.

3. Employees paid from Local Funds including Government servants lent for service under local bodies, who are summoned by Courts to give evidence in their public capacity in criminal cases shall be allowed to draw only such travelling allowance as is awarded by the Courts in each case and are not entitled to claim any additional travelling allowance either from Provincial or Local Funds. G.O. No. 660, Finl., 10-1905. G.O. No. 722, Judl., 19-5-08, and G.O. No. 212, Judl., 13-2-1909.

But medical subordinates in local fund or municipal employ (including Government servants lent to, and paid by local bodies) when attending Court give evidence in their public capacity should be paid the same rates of travelling allowance and batta as would be admissible to Government servants of similar grades under the Civil Service Regulations. G.O. No. 49, Judl., 7-1-1910.

4. Public servants, who, in obedience to process issued, attend and give evidence before Courts of Law in Native States and Foreign territory of facts which have come to their knowledge in the discharge of their public duties, should, for the journeys to and from the place where the Foreign or Native States' Court by which they were summoned holds its sittings, be granted the travelling allowance of their class under the Civil Service Regulations, and should be required to credit to Government any allowances which they might receive from the Court. G.I. No. 3804-P., Finl. Dept., 5-6-1908.

5. The period of absence from duty of officers who are summoned as witnesses in Civil and Criminal cases in which their private interests are not in issue should be treated as special casual leave not G.O. No. 319, Finl., 1-5-1913.

counting against the ordinarry limit of 15 days. In all other cases such absence should be covered by casual or any other leave to which they may be entitled under the rules applicable to the services to which they belong.

These rules are also applicable in the case of officers summoned by Foreign courts.

Letter from the Registrar, High Court, No. 385, 15-4-1907, and Registrar's Cir. No. Dis. 385, A, Apl. 1907.

6. Certificates of attendance of official witnesses in Courts signed by the head clerk "By order" instead of by the presiding officer of the Court may be accepted in audit, for the purpose of travelling allowance.

G.O. No. 265, Finl., 30-5-1911.

7. An enquiry preliminary to acquiring land is a departmental enquiry within the meaning of G.O. No. 51, Financial, dated 5th February 1910. Travelling allowance should be sanctioned accordingly to the non-official witnesses summoned in the enquiry.

Travelling Allowance to Jurors and Assessors.

G.I. No. 3092 F.O.A., F.D., 17-6-1910 and G.O. No. 923, Jud., 16-6-1910. G.I. No. 374-Ex., F.D., 21-1-1911 and G.O. No. 78, Judl., 17-1-1911.

8. Local Governments are authorized to sanction rules for the payment of expenses to jurors and assessors summoned to attend at criminal trials. They may also, at their discretion, sanction the payment of honoraria to such persons over and above any payment of expenses under general or special rules, provided that no expenditure which under the rules in the Civil Service Regulations requires the sanction of the Secretary of State, is incurred unless and until that sanction has been obtained.

G.O. No. 1708, Judl., 22-10-1912.

9. Officials attending a Court of Session or the Court of a Magistrate in the mufassal as jurors or assessors who have to travel more than five miles in order to reach the court-house are entitled to draw departmental travelling allowance for their journeys to and from the court-house and batta for the period of their attendance at the rates admissible under the Civil Service Regulations, on the production of a certificate from the presiding officer of the court similar to the one required in the case of official witness (rule 2 under Civil Service Regulations, 1133, Supplement). All jurors and assessors who are required by a Sessions Judge or by a Magistrate to travel more than five miles from the court-house to visit the scene of an alleged offence shall be entitled to receive their actual expenses for such journeys.

To obtain Medical Advice.

[C.S.R.—1136]

G.I. No. 7391-T.A., F.D., 7-12-1903. G.O. No. 871, Finl., 19-12-1903.

1. When an officer is obliged to make a journey in order to obtain the first medical certificate showing that he is in ill-health, prescribed in articles 828 and 833 of the Civil Service Regulations, he should be admitted to travelling allowance on the ground that he is not ordinarily relieved of the charge of his duties on such occasions. But an officer who makes a journey to appear before a Medical Board after procuring the first certificate (Articles 829 and 831 of the Civil Service Regulations) or to have his first certificate countersigned (Articles 833 and 834 of the Civil Service Regulations) is not entitled to travelling allowance, because the journey is held to be made in his own interest, that is, for the purpose of obtaining leave.

Page 271.—*Insert* the following under

[C.S.R.—1138-A]

G.O. No. 891, Finl., 4-11-18.

The Director of Public Instruction has been empowered under article 68-A, Civil Service Regulations, to depute teachers for Scout Masters' Training at Madras and to grant them travelling allowance in accordance with article 1138-A of the Civil Service Regulations.

[IV, 8-2-19]

Page 271.—*Insert* the following as a new paragraph under

[C.S.R.—1138-A]

Civil Sub-Assistant Surgeon pupils proceeding to Madras to attend the examinations conducted by the Board of Examiners and also those who do so in order to receive instruction in ophthalmology, lunacy and midwifery, when such instruction cannot be given locally, can draw a halting allowance of annas six per diem.

G.O. No. 74, L. & M. (Medl.), 6-2-1919, comd. with Financial Endt. No. 505-A-1, 8-2-1919.

[V, 6-3-19]

2. Article 1136 allows the grant of travelling allowance to an officer who is compelled to make a journey in order to procure medical advice of the character which Government undertake to provide for its servants. The Government do not undertake to provide officers with the services of a specialist. G.I. No. 3194 Ex., F.D., 6-7-1895, and M.G.O. No. 402, Finl., 2-6-1905.

3. Travelling allowance is not admissible for a journey undertaken to procure the health certificate required by Article 49 of the Civil Service Regulations on first appointment to Government service. The journey is made not in the interests of the public service but in those of the officer himself. G.I. No. 7871-P., F.D., 26-12-1903.

[C.S.R.—1138]

1. Claims to travelling allowance like that of an officer proceeding to be examined as to his fitness for service in Burma should be submitted for orders from time to time as they occur. M.G.O. No. 43, Pub, 16-1-1891.

2. The heads of larger departments in the Madras Presidency, viz., the High Court, the Board of Revenue, the Inspector-General of Police, the Surgeon-General, the Director of Public Instruction, and the Chief Engineer, Public Works Department, have been empowered to exercise the powers vested in the Local Government of granting travelling allowance for a journey undertaken in order to procure a medical certificate by an officer voluntarily applying for an invalid pension. G.I. letter No. 3050-P., Finl. Dept., 25-5-1908. G.O. No. 245, Finl., 5-6-1908.

[C.S.R.—1138-B]

1. A Collector may invite to a darbar held by him, officers of all departments irrespective of whether they are stationed at the headquarters of his district or not and the journey performed by officers not stationed at headquarters to attend a local darbar should be regarded as made in the interests of the Public Service. G.O. No. 424, Pub., 1-4-1913, commd. with M.G., Finl. Endt. No. 2869-1, 30-4-1913.

2. The charges on account of travelling and halting allowances to Indian Military officers and others attending darbars referred to in this article should be debited to the Imperial minor head "Miscellaneous" under the major head "25. Political." in this Presidenccy. G.I. No. 805-A, 27-11-1912. G.O. No. 753, Finl., 4-12-1912.

3. The grant of travelling allowance as a general rule to private darbars might be regarded as diminishing the honour. If, however, circumstances necessitate any payment to such gentlemen, it should be made from "entertainment allowance" under "25. Political." G.I. Finl. No. 439, 23-8-1912, commd. with M.G.O. No. 551, Finl., 7-9-1912.

Chapter LV.—Special Rates for Special Localities.

Increase in certain Specified Tracts.

[C.S.R.—1140]

G.I. No. 291 F.O., and A., Finl., 15-1-1909. G.O. No. 37, Finl., 25-1-1909. M.G. Memo. No. 442-2, Finl., 10-3-1909. G.O. No. 16, Finl., 8-1-1916.

1. (*a*) In the localities mentioned below, daily allowances are, subject to the provisos in Article 1139, Civil Service Regulations, increased in the proportion stated. The rate of allowance of an officer who spends part of a day in one of those localities and part in a place in which the ordinary rate prevails is determined according to the place where he halts after the journey :—

Number.	Name of Tracts.	Increase.
1	Periyar, i.e., west of Kuruvanath	Double.
2	Coorg	Two-thirds as much again or 66⅔ per cent.
3	*Agency tracts of Northern Circars, including the portions of His Highness the Nizam's Territories lying between (*a*) Yellandu and Burugampadu, and (*b*) Puchikapadu and Rudramkota [but see also paragraph 1 (*b*)]. Kollegal taluk: that portion of the Satyamangalam taluk which lies above the ghats, the Anamalai hills and the Palamalai and Burgur hills of the Bhavani taluk in the Coimbatore district; Wynaad taluk and the Attapadi Valley in the Walvanad taluk and Chenat Nair, Dhoni and Silent Valley reserved forests of the Malabar district [but see also paragraph 1 (*c*)]; and South-East Wynaad; Nilgiris; Upper and Lower Pulney hills; The Javadi, hills † situated in the Salem, North Arcot, and South Arcot districts [but see paragraph 1 (*e*) below]: Travancore States,—mountainous portions of the Thodupuxha, Shencotta, Meenachil, Changanacherry, Chenganur, Pathanapuram, Kottaracara, Neduvengad, Vilavangode, Neyyatinkarai, Kalculam, Thovala, Alangad and Kunathanad taluks, Cochin State—the Nellampathi and Kodashery hills, and the portion of the Anamalai hills in the State.	Half as much again or 50 per cent.
	The special tracts in the Nallamalais for details, vide Rule 3.	Half as much again or 50 per cent.

G.O. No. 287, Finl., 26-4-1915. G.A. 45 of 15-1-1916

G.O. No. 248, Finl., 16-6-1910.

* NOTE.—(1) The Nagur, Albaka and Cherla talukas of the Central Provinces transferred to the Madras Presidency in July 1909 are treated as forming part of the Bhadrachalam Agency division of the Gōdāvari district and travelling allowance is granted in these localities at the same rates as are drawn for journeys in the rest of the Bhadrachalam Agency Division.

G.O. No. 280, Finl., 4-7-1910.

(2) The same rates of travelling allowance are granted for journeys in the portion of His Highness the Nizam's Territory between Warangal and Yuturnagaram as are granted for journeys between (*a*) Yellandu and Burugampadu and (*b*) Puchikapadu and Rudramkota.

† G.O. No. 427, Finl., 3-7-1906.

(b) (i) The Superintendent of Hills schools, Northern Circars, and the members of his office establishment and the Deputy Inspectors of Vaccination, Ganjām and Vizagapatam, also the members of the office establishment of the Agents, Principal, Senior, Head and Special Assistant Agents, Ganjām and Vizagapatam, when travelling in the Hill tracts of Ganjām and Vizagapatam receive daily allowances as in the following scale :—

Rate of pay.				Allowance.		
				RS.	A.	P.
Rs. 250 and above	...	...	...	4	0	0
Less than Rs. 250 but not less than Rs. 200			...	3	0	0
Do.	200	do.	150 ...	2	8	0
Do	150	do.	100 ...	2	0	0
Do.	100	do.	50 ...	1	8	0
Do.	50	do.	25 ...	1	0	0
Do.	25	do.	15 ...	0	8	0
Do.	15	...	...	0	4	0

(ii) Allowances on the above scale are also granted to the members of the office establishments of the Agent and the Deputy Collector, Agency Division, in Gōdāvari, and to the Deputy Inspector of Vaccination, Rajahmundry Range, and his peon when touring in the Agency tracts and to Revenue Subordinate officials who accompany their Divisional Officers into the Agency tracts of Ganjām, Vizagapatam and Gōdāvari districts on a certificate in the following form endorsed on or attached to each bill and signed by the Divisional Officers concerned :— G.O. No. 386, Finl., 9-6-1914.

"I took the establishment in the interest of public service."

(iii) Allowances on the above scale are also granted to the following menials of the Ganjām district travelling in the Agency tracts :— G.O. No. 292, Finl., 21-4-1913.

(1) Members of the office establishment of Hill Deputy Tahsildars whose pay is debited to "19-A. Law and Justice, etc."

(2) Sub-jail establishment in the Ganjām Agency.

(3) Peons under the Deputy Inspector of Vaccination, Ganjām Hill tracts.

(iv) Allowances on the above scale are also granted to the Deputy Tahsildar, Golgonda Agency taluk (Vizagapatam district), while on tour in the taluk. G.O. No. 276, Finl., 20-5-1916.

(v) Daily allowance on the above scale is also sanctioned to the peons attached to Deputy Inspectors of Vaccination at Polavaram and at Bhadrāchalam of the Gōdāvari district travelling in Agency tracts. G.O. No 380, Finl., 12-6-1915.

(vi) Daily allowance at the following rates is sanctioned to the clerks and peons of the Public Works Department on tour in the Agency tracts of Ganjām, Vizagapatam and Gōdāvari :— G.O. No. 43, Finl., 17-1-1913.

Class of officers.				Rate.		
				RS.	A.	P.
Less than Rs. 50 but not less than Rs. 25			...	1	0	0
Do.	25	do.	15 ...	0	8	0
Do.	15	...	...	0	4	0

G.O. No. 116, Finl., 16-2-1914. (F.N. 1-2 of 1913-14) and G.O. No. 131, Finl., 20-2-1914. G.O. No. 703, Finl., 5-11-1915. G.O. No. 485, Finl., 25-8-1916.

(vii) Daily allowances on the above scale are also sanctioned to the members of the office establishments of the District Forest Officers of Ganjām, Vizagapatam and Upper Gōdāvari of the Extra Assistant Conservator in Ganjām and of the Special Forest Officer, Parlākimedi maliahs, and the two range clerks in the Parlākimedi maliahs while on tour in the Agency tracts of Ganjām, Vizagapatam and Gōdāvari and to the Deputy Tahsildar of Parlākimedi and his Agency clerk while on tour in the Agency tracts.

G.O. No. 263, Finl., 27-4-1917.

(viii) Daily allowance on the above scale is also sanctioned to the members of the office establishment of the Conservator of Forests, Northern Circle, while touring in the Agency tracts of Ganjām, Vizagapatam and Gōdāvari.

G.O. No. 603, Finl., 17-9-1917.

(ix) Daily allowance on the above scale is also sanctioned to members of the temporary office establishment consisting of two clerks and seven peons under the control of the Special Forest Officer, Parlākimedi maliahs, while on tour in the Agency tracts of Ganjām.

G.O. No. 214, Finl., 12-4-1916.

(x) Daily allowance at the rate of As. 4 is sanctioned to the peon of the Sub-Assistant Inspector of Schools, Jeypore Range, while touring on duty in the Agency tracts with effect from 1st April 1916.

(*c*) An officer of the third or fourth class travelling in the Malabar or South Kanara district draws increased daily allowance as below :—

G.O. No. 318, Finl., 28-6-1911.

(i) In the Malabar-Wynaad, Nilgiri-Wynaad Attupadi valleys and in the Chenat Nair, Dhoni and Silent valley reserved forests three times the ordinary allowances, subject to a maximum of Rs. 1-8-0.

(ii) While absent from the mainland on visits to the Laccadives—four times the ordinary allowances subject to a maximum of Rs. 2.

(iii) Elsewhere—twice the ordinary allowances, subject to a maximum of Re. 1

G.O. No. 427, Finl., 3-7-1906. G.O. No. 612, Rev., 29-2-1908.

(*d*) The Revenue Inspectors mentioned in entry 14 of section I of appendix 20 to the Civil Service Regulations will not draw halting allowance at a rate different from that authorized by that entry, namely one rupee, when travelling in the Javadi Hills within their jurisdiction.

G.O. No. 93, Finl., 5-3-1910.

(*e*) The District Forest Officer, South Kanara, while engaged on the inspection of the boundary between Mysore and South Kanara, will draw daily allowance at the rate of Rs. 10.

G.O. No. 161, Finl., 14-4-1909.

(*f*) Revenue Inspectors travelling within their jurisdiction in the Bhadrachalam taluk, Gōdāvari district, and in the special tracts mentioned in paragraph 1 (*a*) (3) above may be allowed a daily allowance of 12 annas for every day spent away from their headquarters. The Revenue Inspector of the Mannarghat Range in the Walluvanad taluk of the Malabar district may be allowed a daily allowance of Re. 1, while travelling in the Attapadi valley.

G.I. No. 6211-P., Fin., 4-10-1907 and G.O. No. 525, Finl., 10-10-1907.

(*g*) The daily allowance admissible to head constable and constables of other provinces when travelling on duty in Burma, is As. 8 and As. 6, respectively.

2. (*a*) In the localities mentioned below mileage allowances are, subject to the provisos in Article 1139, Civil Service Regulations, increased in the proportion stated :—

G.O. No. 88, Finl., 31-1-1919.

Page 275.—***Add*** the following to paragraph 2 (*b*) of article 1140:—

This concession has also been extended to the Supervisor of Elementary Schools, Periyakulam sub-range, while travelling on the Palni hills subject to the proviso laid down in article 1139 (ii) of the Civil Service Regulations.

[V, 6-3-19]

Number.	Name of Tracts.	Increased.
1	Periyar, i.e., west of Kuruvanath	Double.
2	Coorg	Two-thirds as much again or 66⅔ per cent.
3	Portions of the Travancore and Cochin States mentioned in paragraph 1 (a) (3), the Special tracts of Ganjām, Vizagapatam, Gōdāvari, the Nilgiri Hills, Wynaad, the Upper and Lower Palni Hills and the Anamalai Hills in the Coimbatore district.	Half as much again or 50 per cent.

G.O. No. 234, Finl., 23-3-1914.
G.A. 45-19 of 1914-15.
G.O. No. 119, Finl., 27-2-1917.

(b) Sub-Assistant Inspectors of Schools while travelling in those tracts in Madras for which an increase of 50 per cent over ordinary travelling allowance is sanctioned, draw a mileage at ordinary rates for the distance travelled in addition to their permanent allowance.

(c) In the Hill tracts of the Northern Circars the mileage of the Inspectors of Schools is increased in the same proportion as the daily allowance.

(d) The District Forest Officer, South Kanara, while engaged in the inspection of the boundary between Mysore and South Kanara, will draw mileage at the rate of Re. 1 per mile. G.O. No. 93, Finl., 5-3-1910.

3. The following are the tracts in the Nallamalai Hills in the Kurnool district in which the daily allowance is increased by 50 per cent:— Bd.'s Progs., Forest No. 883, Mis., 5-12-1902; Kurnool District Forest Officer's Letter, R.C. No. 287, Forest B. and G., 9-1-1903.

(1) Sirvel Reserve.
(2) Sirvel Reserve addition No. I (Kotakonda).
(3) Do. do. „ II (Ahobilam).
(4) Do. do. „ III (Bachepalle).
(5) Nandyal Reserve.
(6) Nandyal Reserve addition No. I (Gazulapalle).
(7) Do. do. „ II (Ernipad).
(8) Do. do. Velgode Reserve.
(9) Nandikotkur Reserve.
(10) Do. addition Guvvalagunta Reserve.
(11) Uyyalawada Reserve.
(12) Do. addition.
(13) Cumbum Reserve.
(14) Mundlapad.
(15) Cumbum Reserve addition Eastern Nallamalai Block, No. I.
(16) Do. do. „ II.
(17) Do. do. „ III.
(18) Do. do. „ IV.
(19) Do. do. „ V.
(20) Do. do. „ VI-B.
(21) Do. do. „ VI-C.
(22) Markapur Reserve.
(23) Markapur Reserve addition Eastern Nallamalai Block No. VI-A.
(24) Do. do. „ VII.
(25) Do. do. „ VIII.
(26) Do. do. „ IX.
(27) Do. do. „ X.
(28) Do. do. „ XI.
(29) Do. do. „ XII.
(30) Do. do. „ XIII.
(31) Do. do. „ XIV.

Chapter LVI.—Special Rules for High Officers.

[C.S.R.—1142]

M.G.O. No. 839, Pub., 11-7-1912, commd. with M.G. Finl. Endt. No. 4173-1, 16-7-1912.

Indian Officers appointed Honorary Aides-de-Camp are entitled to travelling allowances as officers of the first class at the rates prescribed in Chapter LII, Civil Service Regulations, fifth edition, when proceeding from their place of residence for a tour of duty, and when returning at the conclusion thereof.

M.G.O. No. 1205, Pub., 27-9-1912.

They are also entitled to travelling allowance when travelling on duty in the capacity of Aides-de-Camp; but no halting allowance will be admissible in addition to the daily allowance.

NOTE.—They should receive for each day while on duty as Aides-de-Camp an allowance not less than Rs. 5 and not more than Rs. 10 at the discretion of the Local Government concerned.

Charges for the provision of special trains for high officials of Government and for the haulage of carriages reserved for their use when travelling on duty by railway.

[C.S.R.—1141 to 1145, 1147 to 1151 (b) & 1151 (c)]

G.I. Cir. No. X, Ry., P.W.D., 4-9-1901, commd. with G.I. No. 4845, A., F.D., 17-9-1901. M.G. No. 837, F.D., 5-10-1901, 1132, F.D., 13-12-1901. G.I. No. 4665, T.A., F.D., 29-8-1902. M.G. No. 60, F.D., 26-1-1903. G.I. No. 430, T.A., F.D., 28-1-1903. G.I. No. 1505, T.A., F.D., 17-3-1903. G.O. No. 79, F.D., 23-3-1903. G.I. No. 3634, T.A., Finl., 18-6-1903.

When high officials of Government, mentioned in the schedule below, travel on duty by railway, the rates therein given for special trains and for the haulage by ordinary trains of carriages reserved for them are payable on all railways in India except on His Highness the Nizam's Guaranteed State and the Darjeeling-Himalayan Railways:—

SCHEDULE.

1. For special trains for the Viceroy, Governors, Lieutenant-Governors, Commander-in-Chief and other high officials of Government authorized to travel by special trains—

(i) The haulage charges to be—

(*a*) On railways of the standard (5′ 6″) gauge * †—

		Per mile. RS.	A.	P.
For a special train of not more than nine ordinary coaching vehicles including two brake-vans to be used for luggage, minimum	...	3	0	0
For an additional engine	...	2	8	0
For each additional vehicle other than bogies.	loaded ...	0	6	0
	empty ...	0	3	0
For each additional vehicle running on bogies.	loaded ...	0	8	0
	empty ...	0	4	0

Minimum total charge for a journey, Rs. 200.

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* Double these charges are leviable on the Umballa-Kalka section of the Delhi Umballa-Kalka Railway.

† One and a half times these charges are leviable on the Hardwar-Dehra Railway.

			Per mile RS.	A.	P.
(*b*) On railways of other gauges *†—					
For a special train of not more than nine ordinary coaching vehicles, including two brake-vans to be used for luggage, minimum		...	2	0	0
For an additional engine		...	2	0	0
For each additional vehicle other than bogies.	loaded	...	0	4	0
	empty	...	0	2	0
For each additional vehicle running on bogies.	loaded	...	0	6	0
	empty	...	0	3	0

Minimum total charge for a journey, Rs. 150.

[C.S.R.—**1141 to 1145, etc.**]

(ii) Each bogie to count in calculating the loads as two vehicles.

(iii) The above charges to be inclusive of all fares and luggage charges and all charges inclusive of "hire" not specially provided for in this schedule.

(iv) Demurrage charges for detentions and stoppages en route when not necessary for railway purposes and not provided for in the original time table to be levied at the following rates:—

	Per hour or fraction of an hour. RS.	A.	P.
(*a*) On railways of the standard (5′ 6″) gauge—			
For each vehicle not the property of the State ...	0	8	0
For each engine kept in steam	10	0	0
(*b*) On railways of other gauges—			
For each vehicle not the property of the State ...	0	4	0
For each engine kept in steam	8	0	0

II. For haulage by ordinary trains of carriages reserved for the Viceroy, Governors, Lieutenant-Governors, Commander-in-Chief, Ordinary Members of the Supreme Council, Chief Commissioners, Ordinary Members of the Executive Councils of Madras and of Bombay, Lieutenant-Generals Commanding the Forces in the Punjab, Bengal, Madras and Bombay, Residents of the first class, Commissioner in Sind, Director of Railway Construction and Director-General of Telegraphs.

(i) The haulage charges to be—

(*a*) On railways of the standard (5′ 6″) gauge ‡ §—

For vehicles other than bogies ...	loaded, 6 annas	per vehicle per mile.
	empty, 3 „	
For vehicles running on bogies ...	loaded, 8 annas	
	empty, 3 „	

(*b*) On railways of other gauges—*†—

For vehicles other than bogies ...	loaded, 4 annas	per vehicle per mile.
	empty, 2 „	
For vehicles running on bogies ...	loaded, 6 annas	
	empty, 3 „	

NOTE.—These charges are to cover the conveyance of servants travelling in the servant's compartment of the reserved carriage, and, in the absence of any special provision on the subject, 6 maunds of luggage when carried in the luggage van, and all charges, including "hire" not specially provided for in this schedule.

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* Double these charges are leviable on the Mandalay-Kunlon Railway from Myohaung to Lashio.

† These charges are not applicable to the Nilgiri Railway or to the Kalka-Simla Railway.

‡ Double these charges are leviable on the Umballa-Kalka section of the Delhi-Umballa-Kalka Railway.

§ One and a half times these charges are leviable on the Hardwar-Dehra Railway.

[C.S.R.—1141 to 1145, etc.]

(ii) Vehicles requisitioned by high officials of Government for haulage by ordinary trains in addition to the special carriages built and provided for their use, or in addition to the accommodation to which they are entitled under the rules, to be charged for at ordinary tariff rates.

(iii) Demurrage charges payable to the owning line under Conference Rules may be recovered from Government in respect of the detention and stoppage en route of any vehicle (other than vehicles which are either the property of the State, or which have been expressly constructed for high officials of Government or for His Excellency the Viceroy) when reserved for high officials of Government travelling by ordinary trains. In support of such charges the railway administration concerned must submit a written order signed by the official concerned, or by one of his staff officers, ordering such detention or stoppage.

III. Special reserved carriages, which have been built for use by high officials of Government and which are the property of the State, are to be considered on the home line wherever they may be, and neither demurrage nor "hire" charges are to be levied on them.

[C.S.R.—1142 to 1145, 1147 to 1151]

G.I. letter No. 49, R.I. P.W.D., 17-1-1902, recorded in M.G. No. 122, F.D., 12-9-1902.

1. The orders regarding the provision of reserved Railway accommodation for high officials of Government are not applicable to the Nilgiri Railway owing to the limited load of trains on that line.

Requisitions for special trains and for reserved accommodation by ordinary trains, for high officials of Government and distinguished visitors when travelling by Railway.

[C.S.R.—1141 to 1145]

G.I. Cir. No. XIV, Railway (P.W.D.), 2-11-1901, commd. with G.I. No. 6018-I.A., F.D., 5-12-1901, G.Os. No. 1132, F.D., 13-12-1901. No. 75, F.D., 24-1-1902. G.O. No. 784, Finl., 23-10-1902. G.O. No. 1028, Finl., 1-12-1902.

1. Except in the case of requisitions issued by the Military Secretary to His Excellency the Viceroy—who will continue to use the form at present in use by him—the form of requisition printed below should take the place of those hitherto used by high officials of Government when requisitioning for accommodation whether by special or by ordinary trains under the rules and orders from time to time in force.

G.I. No. 629, R.T., P.W.D., 16-7-1902, recorded in M.G. No. 621, F.D., 12-8-1902. G.I. No. 4655-T.A., F.D., 30-8-1902. G.O. No. 748, F.D., 8-10-1902.

2. For the haulage of empty vehicles a certificate by the Traffic Manager or Traffic Superintendent of the Railway will be sufficient support for such charges.

The following form should be used for distinguished visitors when travelling by railway :—

RAILWAY ORDER.

To

THE TRAFFIC MANAGER, ______

Railway ______ Station.

Please supply railway accommodation, according to the details below, on account of ______

______

FROM ______ STATION.

To ______ STATION.

Date ______ 19 . *Secy. to the Govt. of India, Foreign Dept.*

	No.
Saloon or officers' carriage ...	
First-class carriage	
First-class compartment ...	
Second-class carriage	
Second-class compartment ...	
Extra luggage not carried in the above ; Mds.—— Seers——.	
Third-class accommodation for —— servants.	

Certificate.

Dated ______ 19 .

RAILWAY ORDER.

To

THE TRAFFIC MANAGER, ______

Railway ______ Station.

Please supply railway accommodation, according to the details below, on account of ______

______

FROM ______ STATION.

To ______ STATION.

Date ______ 19 . *Secy. to the Govt. of India, Foreign Dept.*

	No.
Saloon or officers' carriage ...	
First-class carriage	
First-class compartment	
Second-class carriage	
Second-class compartment ...	
Extra luggage not carried in the above ; Mds.—— Seers——.	
Third-class accommodation for —— servants.	

Certified that conveyance as above has been provided on this order.

Dated ______ 19 . *(Signature of party for whom the accommodation is provided.)*

This order, together with a bill for the cost of the journey, should be submitted by the Auditor or Examiner of Accounts of the railway on which the journey is commenced to the Civil Accountant-General with whom he is in account for payment.

Members of the Imperial and Provincial Legislative Council.

[C.S.R.—1148]

G.O. No. 868-F.O. and A., F.D., 19-2-1910. G.I. No. 803-F.O. and A., F.D., 15-2-1910.

1. The rules in this article do not supersede article 1147 of the Civil Service Regulations in the case of ordinary members of the Council of His Excellency the Governor, travelling *qua* members of the Legislative Council.

G.I. No. 869-F.O. and A., F.D., 19-2-1910.

2. The daily allowance sanctioned for Members of Legislative Councils is exempt from both Income-tax and Annuity Fund deductions.

3. Non-official Members of Legislative Councils when travelling by sea or in a river steamer will be entitled to the fares of the lowest class for the servants accompanying them subject to a maximum of three. Table money need not be recovered from such Members.

4. The travelling allowance bills of the Honourable Members should be forwarded for countersignature to the Secretary or the Under Secretary to Government in the Legislative Department.

G. of I. Legis. Dept. No. 3967, 9-11-1915, commd. in G. of I., Finl. Dept. No. 980-A., 26-11-1915.

5. Peons are not provided for additional members of the Imperial Legislative Council. If a Government Officer, who is a member of the Imperial Legislative Council, takes peons with him, any connected expenditure incurred therewith (including expenditure, if any, on replacement) may be charged to Provincial Revenues.

Bishops of Calcutta, Madras and Bombay.

[C.S.R.—1149]

M.G.O. No. 11, Eccl., 15-2-1897.

1. The Government of India do not desire to make any change in the practice under which travelling allowance has hitherto been passed to the Domestic Chaplain for accompanying His Lordship to a sanitarium.

G.I. No. 23-H.D., Eccl., 13-1-1910, commd. with G.I. No. 1540-F.O. and A., F.D., 26-3-1910.

2. The visitation allowance to the Bishop is admissible only when he is actually engaged in episcopal visitation or is travelling with that object in view and may not be drawn for any period spent in the visitation of a sanitarium without the express approval of the Local Government.

Chief Commissioner, Resident, First Class, Judge of a High Court.

[C.S.R.—1147 & 1151 & Appx. 30]

G.I. No. 144, R.T., P.W.D., 10-2-1900, commd. with M.G. No. 240, F.D., 9-3-1900. G.I. No. 800-T.A., F.D., 7-2-1902, G.I No. 711-R.T., P.W.D., 13-8-1903, commd. with G.I. No. 4565-T.A., F.D., 23-8-1902.

2. The long vacation allowed to Judges of the High Courts may be considered as leave for the purposes of the Government of India resolution No. 144 R. T. of the 10th February 1900 in the case of Judges of those Courts proceeding to or returning from Europe or the Colonies.

[Appx. 30]

1. Rules regarding the supply of reserved accommodation for high officials of Government and Inspecting officers travelling by rail are contained in the Government of India Railway Board's O.M. No. 688 T., dated 13th May 1915, communicated in G.I. F.D. No. 854-E.B., dated

11th June 1915 (G.A. 45-6 of 1915–16) and G.I.H.D. Resolution No. 1564—1584, dated 9th July 1908, recorded in G.O. No. 625, Public, dated 1st August 1908. (Case 46-E–20 of 1908–09.)

As regards the provision of special railway accommodation for the Resident in Mysore, see Government of India Endorsement No. 574-E.B., Finance Department, dated 17th May 1916, communicating Secretary of State's Despatch No. 10, dated 24th March 1916. G.A. 45–38 of 1915–16.

Charges incurred by Members of the Board of Revenue for the transport of horses, bicycles, motor-cycles and motor-cars will be recoverable in accordance with the provisions of Articles 1000 and 1062 and the rulings thereunder in the supplement. Charges for the conveyance of tents will be governed by the provisions of Article 1042 (*b*), Civil Service Regulations. G.O. No. 73, Finl., 10-2-1909.

Chapter LVII.—Rules of Procedure.

Countersignature.

[C.S.R.—1159]

G.O. No. 570, Finl., 15-9-1896.

1. The travelling allowance bills of the Sanitary Engineer to Government require no countersignature.

G.O. No. 19, Eccl., 26-2-1906

2. The Venerable the Archdeacon is considered to be a head of a Department within the meaning of Article 1159 of the Civil Service Regulations.

3. The officers shown in the second column of the annexed statement have been declared Controlling officers of the departments or officers in the first column:—

Officer.	Controlling authority.	Order of Government.
	Revenue Department.	
Collectors	Nil	B.P. No. 4102, dated 6th July 1888. G.O. No. 486, Revenue, dated 16th July 1888. B.P. No. 718, dated 22nd August 1888.
Divisional officers	Collectors	
Tahsildars, Deputy Tahsildars and Sub-Magistrates and their subordinates including Minor Irrigation Establishments working in their divisions	Divisional officers ...	G.O. No. 862, Financial, dated 16th December 1903
Assistant Commissioners in the Salt, Abkāri and Customs Department.	Deputy Commissioners in the Salt, Abkāri and Customs Department.	G.O. No. 346, Financial, dated 15th August 1910.
Officers of and below the rank of Inspectors in the Salt, Abkāri and Customs Department.	Assistant Commissioners.	G.O. No. 346, Financial, dated 15th August 1910.
Subordinates of the Customs Department.	Collector of Customs, Madras.	G.O. No. 346, Financial, dated 15th August 1910.
Divisional Officers' Establishments.	Divisional Officers * ...	G.O. No. 346, Financial, dated 15th August 1910.
Special Assistant Settlement Officers and other subordinate officers.	* Special Settlement Officers.	G.O. No. 346, Financial, dated 15th August 1910.
Officers of the Veterinary Department.	* Superintendent, Civil Veterinary Department. * Principal, Veterinary College. Each Officer should exercise the power in respect of his subordinates.	G.O. No. 346, Financial, dated 15th August 1910.
Land Records Superintendents ...	Director of Land Records.	G.O. No. 346, Financial, dated 15th August 1910.

* The travelling allowance bills will be countersigned before payment.

Officer.	Controlling authority.	Order of Government.
	Revenue Department—cont.	
Land Records Tahsildars ...	Collectors of Districts ...	G.O. No. 346, Financial, dated 15th August 1910.
Officers of the Agricultural Department.	Director of Agriculture ...	G.O. No. 346, Financial, dated 15th August 1910.
Officer of the Imperial and Provincial Services in the Forest Department below the rank of Conservator.	Conservator	Section 170, Madras Forest Code. G.O. No. 2270, Revenue, dated 25th July 1911.
Officers of the Forest Department subordinate to the District Forest Officer including establishments.	District Forest Officer ...	Section 171, Madras Forest Code.
Principal of the Madras Forest College, Coimbatore, his staff and students of the College.	Principal of the Madras Forest College, Coimbatore.	G.O. No. 221, Financial, dated 2nd April 1912.
Director of Land Records ...	Nil	G.O. No. 31, Financial, dated 15th January 1916; G.A. 45-22 of 1915-16.
Non-gazetted subordinates ...	Officers in charge of Survey parties.	G.O. No. 344, Financial, dated 20th May 1914.
	Judicial Department.	
District and Sessions Judges ...	Nil	G.O. No. 346, Financial, dated 15th August 1910.
All Subordinate Civil Judicial Officers.	District Judges	G.O. No. 727, Financial, dated 12th September 1894.
Government Pleader	Collector and District Magistrate.	G.O. No. 320, Financial, dated 21st May 1917.
	Registration Department.	
* All officers of and below the rank of Sub-Registrar except clerks accompanying District Registrars on tours.	District Registrar ...	G.O. No. 346, Financial, dated 15th August 1910.
Clerks accompanying District Registrars on tours.	Personal Assistant to the Inspector-General of Registration.	G.O. No. 346, Financial, dated 15th August 1910.
Peons of Sub-Registrars' Offices (for journeys performed by them in connection with the remittance of registration collection into treasuries).	District Registrars ...	G.O. No. 306, Financial, dated 10th April 1905.
District Registrars	Inspector-General of Registration.	......
	Jail Department.	
Jail Warders	Superintendents of Jails...	G.O. Mis. No. 1238, Financial, dated 6th June 1884.

* The travelling allowance bills will be countersigned before payment.

Officer.	Controlling authority.	Order of Government.
	Police Department.	
Deputy Inspector-General ...	Inspector-General of Police.	G.O. No. 66, Financial, dated 25th January 1897.
Gazetted officers (other than Deputy Inspectors-General).	Deputy Inspector-General and Commissioner of Police in the case of officers in the Madras City.	G.O. No. 346, Financial, dated 15th August 1910.
Non-gazetted officers including clerical establishments and constabulary.	District Superintendents of Police and Commissioner of Police in the case of men in the Madras City.	G.O. No. 346, Financial, dated 15th August 1910.
Non-gazetted subordinates in the Provincial Training School and the Central Recruits' School, Vellore.	Principal, Provincial Training School, Vellore.	G.O. No. 346, Financial, dated 15th August 1910.
Non-gazetted subordinates in other Police Schools.	District Superintendents of Police of the district in which the school is located.	G.O. No. 346, Financial, dated 15th August 1910.
Non-gazetted subordinates in the Criminal Investigation Department.	Personal Assistant to the Deputy Inspector-General of Police, Criminal Investigation Department.	G.O. No. 346, Financial, dated 15th August 1910.
Principal, Police Training School, Vellore.	Deputy Inspector-General of Police, Central Range.	Inspector-General of Police, No. 241, dated 18th January 1911.
	Marine Department.	
Gazetted officers	Personal Assistant to the Presidency Port Officer.	G.O. No. 788, Financial, dated 29th October 1914.
Non-gazetted officers	Personal Assistant to the Presidency Port Officer.	G.O. No. 346, Financial, dated 15th August 1910.
	Educational Department.	
Officers and establishments subordinate to Inspectors and Inspectresses, except Assistant Inspectors and Assistant Inpectresses.	Inspectors and Inspectresses.	G.O. No. 473, Financial, dated 30th July 1912.
The non-gazetted staff and establishments subordinate to Heads of Colleges, Superintendents, School of Arts, and Reformatory School, Chingleput, and Curator, Oriental Manuscripts Library.	Heads of Colleges, Superintendents, School of Arts, and Reformatory School, Chingleput, and Curator, Oriental Manuscripts Library.	G.O. No. 40, Financial, dated 15th January 1915.
Gazetted officers of the Department except Deputy Director of Public Instruction.	Deputy Director of Public Instruction.	G.O. No. 144, Financial, dated 9th March 1917.
Deputy Director of Public Instruction.	Director of Public Instruction.	G.O. No. 144, Financial, dated 9th March 1917.

NOTE.—The travelling allowance bills of the Deputy Director of Public Instruction will continue to be countersigned by the Director.

Page 284.—*Insert* the following in the statement under Educational department:—

Non-Gazetted staff and establishment.	The Principal, Institute of Commerce, the Superintendent, School of Engineering.	G.O. No. 260, Financial, dated 25th March 1919.

[VII, 10-5-19]

[C.S.R.—1159]

Page 285.—*Insert* the following under Medical Department :—

Officer.	Controlling authority.	Order of Government.
Sanitary Commissioner	Surgeon-General ...	G.O. No. Mis. 1500, P.H., dated 10th November 1921.

[XXXII—6-1-22]

Page 285.—*Insert* the following under

[C.S.R.—1159]

Medical Department.

Members including Assistant Surgeons of the Provincial Cholera Reserve Parties.	District Medical and Sanitary Officers of the Districts in which the Provincial Cholera Reserve Parties are working.	G.O. No. 779, Financial, dated 24th September 1918.

[IV, 8-2-19]

Officer.	Controlling authority.	Order of Government.
	Medical Department.	
Assistant Surgeons and Medical Subordinates at the Presidency.	Presidency Surgeons ...	G.O. No. 424, Financial, dated 6th May 1898.
Assistant Surgeons and Medical Subordinates in the mufassal.	District Medical and Sanitary Officers.	G.O. No. 424, Financial, dated 6th May 1898.
District Medical and Sanitary Officers and Civil Surgeons.	Collectors	G.O. No. 346, Financial, dated 15th August 1910.
Deputy Inspectors of Vaccination.	District Medical and Sanitary Officers.	G.O. No. 346, Financial, dated 15th August 1910.
Deputy Sanitary Commissioner and Inspector of Vaccination.	Sanitary Commissioner ...	......
Officers on special duty to investigate the prevalence and causes of Malaria at Ennore and the vicinity.	Sanitary Commissioner ...	G.O. No. 151, Financial, dated 11th March 1912.
Surgeon to His Excellency the Governor of Madras.	Nil	G.O. No. 522, Financial, dated 20th August 1912.
Assistant Surgeons attached to the Government House Dispensary, Madras.	The Military Secretary to His Excellency the Governor of Madras.	G.O. No. 375, Financial, dated 8th July 1916. G.A. 45-3 of 1916-17.
	Scientific and other Minor Departments.	
Officers of the Agricultural and Cattle Diseases Inspection Department.	Commissioner of Revenue Settlement, Survey, Land Records and Agriculture.	G.O. No. 852, Revenue, dated 13th July 1883.
Inspectors of Steam Boilers ...	Sanitary Engineer to Government.	......
Local Cattle Disease Inspectors.	Collectors...	G.O. No. 1283, Revenue, dated 13th October 1883.
Registrar of Co-operative Credit Societies.	Nil	G.O. No. 31, Financial, dated 15th January 1916. G.A. 45-22 of 1915-16.
Officers subordinate to the Registrar, Co-operative Credit Societies, including Special Deputy Collectors.	Registrar, Co-operative Credit Societies.	G.O. No. 87, Financial, dated 10th February 1912.
Non-Gazetted establishments under the Registrar of Co-operative Credit Societies.	Assistant Registrar of Co-operative Credit Societies.	G.O. No. 620, Financial, dated 9th September 1914.
Fishery Bureau, Pearl and Chank Fisheries office, Tuticorin.	Honorary Director of Fisheries, Madras.	G.O. No. 2635, Mis., Revenue, dated 30th August 1911.
Superintendent, Government Museum.	Nil	G.O. No. 233, Financial, dated 9th April 1912.
Establishment of the Superintendent, Government Museum.	Superintendent, Government Museum.	Do.

Officer.	Controlling authority.	Order of Government.
	Scientific and other Minor Departments—cont.	
Director, Government Cinchona Plantations, and his establishment.	Director, Government Cinchona Plantations.	G.O. No. 375, Financial, dated 14th June 1912.
Inspector of Factories, Madras.	Board of Revenue ...	Board of Revenue Proceedings Mis. No. 1098-R., dated 6th September 1912. G.O. No. 609, Financial, dated 1st October 1912.
Assistant Inspector of Factories, Madras.	Board of Revenue (Separate Revenue).	G.O. No. 1863, Judicial, dated 11th August 1915. G.A. 45-10 of 1914-15-16.
Non-gazetted subordinates ...	Assistant Directors of Agriculture who are actually in charge of Deputy Directors' divisions. Principal, Agricultural College, Coimbatore.	G.O. No. 344, Financial, dated 29th May 1914
	Agricultural Engineer ... Government Agricultural Chemist. Do. Mycologist. Do. Entomologist. Do. Sugarcane Expert. Do. Economic Botanist. Do. Lecturing Botanist.	G.O. No. 740, Financial, dated 16th December 1916.
Non-gazetted officers	Superintendent, Archæological Survey.	G.O. No. 402, Financial, dated 14th August 1911.
Director of Industries and the officers and establishments subordinate to him.	Director of Industries ...	G.O. No. 620, Financial, dated 9th September 1914.
Non-gazetted subordinates ...	Agricultural Engineer ...	G.O. No. 740, Financial, dated 16th December 1916.
	Miscellaneous.	
Potdars of the District Treasuries accompanying remittances beyond the province.	The District officer ...	C.G.'s letter No. 3338, dated 21st January 1909.
Potdars of the Currency office accompanying remittances beyond the province.	Accountant-General ...	Do.
Subordinates employed in the Secretariat Press, Madras.	Superintendent, Government Press, Madras.	G.O. No. 559, Public, dated 12th July 1907, communicated in G.O.R. No. 157, Financial, dated 29th July 1907.
Non-official Chairman of Primary Examination Boards.	Secretary to the Commissioner for Government Examinations.	... ...

Page 287.—*For* the words "Electrical Inspector" in columns 1 and 2 of the last item *read* "Electrical Inspector and Electrical Engineer" and *insert* the following at the end of the statement :—

Assistant Electrical Engineer ...	Electrical Inspector and Electrical Engineer.	G.O. No. 1334 W., dated 11th November 1918, communicated in Financial Endorsement No. 10306-1, dated 27th November 1918.

[IV, 8-2-19]

Officer.	Controlling authority.	Order of Government.
	Miscellaneous—cont.	
Superintendent, Government Press.	Nil	G.O. No. 142, Financial, dated 7th March 1912.
Persian and Hindustani Translator to Government and his establishment.	Persian and Hindustani Translator to Government.	G.O. No. 387, Financial, dated 20th June 1912.
Honorary Indian Aides-de-Camp on the personal staff of His Excellency the Governor.	Military Secretary ...	G.O. No. 151, Financial, dated 26th February 1914. G.A. 45-17 of 1913-1914.
	Public Works Department.	
Superintendents of Works ...	......	G.O. No. 345, Financial, dated 15th August 1910.
Establishment under the Electric Inspector.	Electric Inspector ...	G.O. No. 1033 W., dated 21st May 1913.

NOTE.—Where the drawing officer of a bill is himself the controlling authority who should countersign the bill, a second signature in the latter capacity is not required.

4. The Bills of Government Medical officers for examining the sanitary condition of Government and Local Fund schools should be countersigned by the officers of the Educational Department concerned. A.-G.'s Memo. No. 31, 28-10-1895.

[C.S.R.—1160 (a)]

The Bishop is authorized to sanction without reference to Government all arrangements in connexion with Chaplains' visits to out-stations. M.G.O. No. 31, Eccl., 23-5-1896, and M.G.O. No. 33, Eccl., 6-6-1896.

The Presidency Senior Chaplain is authorized to sanction without reference to Government all arrangements for the visits of Chaplains of the Church of Scotland to out-stations. G.O. No. 25, Eccl., 21-2-1902.

Controlling and Audit Officers' Duties.

[C.S.R.—1160]

Allowances during holidays.

The Madras Government has instructed controlling officers to disallow, in every case, claims made to daily allowance by officers *absent from their districts* otherwise than on public duty during authorized holidays, and has further ruled that where an officer's circle of duty extends to more than a single district, that district should be regarded for this purpose as his own, in which he was engaged on duty at the time at which he availed himself of the holiday. G.Os. No. 1175, 31-10-1892, and No. 475, Finl., 18-6-1894.

NOTE.—See ruling under Article 1038.

APPENDIX A.

MADRAS HILL ALLOWANCE CODE.

Code of Rules regarding Allowances to Public Officers required to accompany the Government of Madras to and from Ootacamund.

I.—Preliminary.

[NOTE.—(1) In these rules—

"Pay" means substantive monthly pay; "Salary" means the sum of pay and acting allowance or charge allowance; but does not include remuneration for the performance of a special duty.

"Clerk" means an officer on a ministerial establishment not being an inferior servant.

"Inferior Servant" means an officer whose service does not count as superior under the rules in the Civil Service Regulations.

(2) These rules do not apply to officers diverging from the direct route in attendance on His Excellency the Governor on tour.

1. * Allowances are made to the following officers and their establishments:—

Ordinary Members of Council; Public, Private, and Military Secretaries; officers on the Personal Staff of His Excellency the Governor, and the servants of the Government House establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency.

NOTE.—(1) The travelling allowance of an Ordinary Member of Council is regulated by the rules of the Civil Service Regulations.

(2) [†Arrangements should be carefully made to avoid moving to Ootacamund larger establishments than are absolutely necessary. As far also as is compatible with the efficiency of the offices, clerks without families should be selected to accompany the Government to Ootacamund. Of inferior servants, as few as possible should be taken backwards and forwards, as it is cheaper to employ such, for the season only at Ootacamund.]

2. An officer residing at Ootacamund may draw his salary and the allowances admissible under these rules either at Ootacamund or at Madras or partly at Ootacamund and partly at Madras.

G.I. No. 6913, E.B., F.D., 11-11-1911. G.O. No. 1237, Pub., 17-11-1911.

2-A. An Under Secretary to the Government of Madras, when an officer of the Provincial Civil Service, is entitled to a hill allowance of Rs. 100 a month for the period during which he resides at Ootacamund with the Government of Madras in addition to the local allowance at Rs. 200 a month and family travelling allowance under the Madras Hill Allowance Code.

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* Allowance under these rules are admissible to clerks and others who are appointed to the permanent establishment which accompanies the Government of Madras to and from Ootacamund, while the offices of the Government of Madras are located at Ootacamund, from the date on which they assume charge of their duties in Ootacamund

† See next page.

† LIST of officers in the Government Secretariat and of Secretariat Establishments who accompany Government to the hills.

(G.O. No. 170, Financial, dated 20th March 1917.)

Secretariat Departments (1)	Secretaries. (2)	Under Secretaries. (3)	Assistant Secretary. (4)	Registrars. (5)	Dy. Registrars, Superintendents and clerks and Lower Subordinates in the P.W.D. (6)	Typewriting clerks. (7)	Attenders. (8)	Peons (a). (9)	Temporary peons. (10)
Chief Secretariat (including Executive Council and charges common to all civil Secretaries).	1	1	1	1	(b) 23	2	(c) 5	(d) 44	2
Revenue Secretariat ..	1	1	..	1	20	3	6	15	2
Local and Municipal Secretariat.	1	1	...	...	11	2	4	9	3
Home Secretariat ...	1	1	..	1	24	2	6	14	2
Public Works Secretariat (General).	1	1	...	1	10	1	3	12	...
Public Works Secretariat (Irrigation).	1	1	...	..	4	1	1	8	...
Total ...	6	6	1	4	92	11	25	102	9

(a) Including Masalchi and Maty.
(b) The Shorthand clerks under His Excellency the Governor and the Honourable Member of Council are included.
(c) Including Muchi.
(d) Including Council dubash and chobdars and peons attached to the Honourable Members of Council. Any alteration in the list requires the sanction of the Financial Department.

LIST of officers who accompany Government to the Hills for the Offices newly opened.

G.O. No. 866, Finl., 21-11-1914. Vizag. P.A. 9 2 of 1914-15.

Particulars of officers and establishment.	Private Secretary's office.	Military Secretary's office.	Government House Dispensary establishment.	His Excellency the Governor's Band establishment.
Assistant Surgeon	...	1	...	...
Superintendent	1	...	...	1 *
Manager	...	1	...	...
Cashier	...	1	...	...
Clerks	3	7	...	.
Bandsmen (including 1 Bandmaster-sergeant).	...	...	...	26 *
Compounder	...	...	1	...
Nurse	...	...	1	...
Menials. Muchi	1	1	...	...
Menials. Harkaras ...	...	8	...	...
Menials. Peons	3	1	...	...
Menials. Cook	...	...	1	...
Sweeper	...	...	1	...

* Band Superintendent is entitled to usual travelling allowances and hill allowance of Rs. 50 per mensem, the Bandmaster-sergeant and 25 Bandsmen to hill allowance only at Rs. 20 and Rs. 10 per mensem, respectively.

II.—Travelling Allowances.

G.O. No. 208, Finl., 17-3-1914. G.A. 47-13 of 1913-14.

3. Officers are divided into six classes—

First.—Officers whose salary exceeds Rs. 1,500, Under Secretaries, Gazetted officers on His Excellency the Governor's staff and Consulting Architect to Government.

Second.—Other officers above the grade of clerks and clerks whose salary is not less than Rs. 400.

Third.—Clerks whose salary is less than Rs. 400 but not less than Rs. 50.

Fourth.—Clerks whose salary is less than Rs. 50 but not less than Rs. 30.

Fifth.—Library Correction Clerk, Type-writing clerks and clerks whose salary is less than Rs. 30.

Sixth.—Inferior servants.

NOTE.—In the case of appointments on progressive pay, the travelling allowance admissible under rule 4 should be calculated on the actual salary earned by a clerk at the time the journey is performed. (G.O. No. 757, Financial, dated 9th November 1905.)

4. Travelling expenses may be charged according to the following scale:—

G.I. No. 1184 F.O. and A., F.D., 3-3-1909; G.O. No. 112, 10-3-1909.

Class.	For the officer himself.	For his wife and for each child residing with and wholly dependent on him not less than twelve years old.	For each child less than twelve years but not less than three years old.	Aggregate travelling allowance for the officer himself and his family not to exceed for each journey.
		RS.	RS. A. P.	RS.
* First ...	Travelling allowance under the rules in the Civil Service Regulations.	...	......	...
Second ...	Double first-class fare by railway.	45	22 8 0	175
†Third ...	Double second-class fare by railway.	25	12 8 0	100
†Fourth ...	Double second-class fare by railway.	Consolidated allowances of Rs. 30.		...
Fifth				
Sixth				

Page 290, *Appendix A.*—In note 1 introduced by the second list of corrections, dated 6th December 1918, *insert* the words "non-mail" between "(ii) A single third class" and "railway fare to cover the cost of luggage, etc." and *quote* the following as authority:—

G.O. No. 517, Finl., 21-6-1918.

[IV, 8-2-19]

* Gazet... option of d... prefer to do... travelling ... Finance and Commerce Department, dated 6th November 1896 and G.O. No. 327-P., Financial, dated 21st January 1898.)

G.I. No. 6272-C.S.R., F.D., 2-12-1910; G.O. No. 507, Finl., 5-12-1910.

† On the Nilgiri railway, where there are only two classes of accommodation, double fare of the upper class will be allowed.

5. An officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

* 6. A Military officer on the personal staff of the Governor may charge for the conveyance of his horses according to his rank under the general rules in force for Military officers

7. If an officer for any reason (e.g., by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

8. An officer of the sixth class ordered, for public reasons, to travel by mail train or by a train containing no third-class accommodation may, under the countersignature of the Under Secretary or the Registrar of his office, draw in addition to the allowances admissible under rule 4 the difference between one third-class mail train fare or second-class fare, as the case may be, and one ordinary third-class fare for the distance so travelled. G.O. No. 565, Finl., 19-8-1914.

9. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an officer of the second class:—

I certify that I travelled on this journey by the first class in the railway

or

I certify that I paid in railway fares for myself, my servants and my Personal luggage, or (as the case may be) for myself, my family, my servants, and my personal luggage, the amount charged in this bill, the charge not being in excess of what I would be entitled to draw if I had travelled by the first class in the railway.

No such certificate is required from an officer of any other class.

10. A certificate as follows must also be appended to the bill of an officer who charges travelling allowances for his family:—

" *The following members of my family made this journey*:—

" *My wife (or my mother or adult sister residing with me, and wholly dependent on me).*

" *Child not less than twelve years old, residing with me, and wholly dependent on me.*

" *Child less than twelve years, but not less than three years old.*"

(*Signed*) A.B.

[NOTE.—This certificate must, in the case of clerk other than a Chief Assistant, be countersigned by the Chief Assistant.]

11. The widow, mother, adult sister, or eldest motherless child of an officer dying at Ootacamund, for the expenses of whose journey to Madras the officer, if he had lived, would have been entitled to charge under these rules, may charge her or his travelling expenses to Madras at the rate which would have applied to the deceased officer personally. For other members of the family of the deceased officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

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* The Surgeon to His Excellency the Governor is a military officer for the purpose of this rule. G.I. No. 4820-P., Fin. and Com. Dept., 6-11-1896.

G.I. No. 138, Home Dept., 29-1-1907, commd. in Endt. No. 736-P., F.D., 4-2-1907; G.O. No. 93, Finl., 6-2-1907.

12. If an officer or any member of his family entitled to travelling expenses proceeds to Ootacamund from any place other than Madras or proceeds from Ootacamund to any place other than Madras, his or her travelling expenses may be charged provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Madras direct.*

G.O. No. 604, Finl., 2-8-1897.

Note.—(1) All claims under the note to rule 12 of the Madras Hill Allowance Code as well as all applications for relaxation of the rules in the Code or for special concessions in cases not exactly covered by the rules will be dealt with in the Financial Department.

G.O. No. 605, Finl., 30-8-1897.

(2) The following rulings will be observed in all departments of the Secretariat in regard to claims under the note to article 12 of the Madras Hill Allowance Code:—

G.O. No. 282, Finl., 10-7-1909

(i) Clerks accompanying Government to Ootacamund will be required to decide before they leave Madras whether their families will accompany them or not "and there should be some contemporary record of the reasons why the family cannot start with the clerk." Otherwise travelling allowance will not be admitted for families proceeding to Ootacamund after offices open there.

(ii) When families leave Ootacamund before the expiry of the stay of Government on the hills and before the clerk concerned is ordered down to Madras, family travelling allowance will not be admitted save under very exceptional circumstances such as sudden illness.

G.O. No. 614, Finl., 30-6-1900; No. 1094, Finl., 3-12-1901.

(3) No claim to travelling allowance for a member of a family will, ordinarily, be admitted for a journey made more than fourteen days before or after the establishment of Government headquarters at Ootacamund or Madras as the case may be.

G.O. No. 688, Finl., 24-10-1906.

(4) Travelling allowance under the Madras Hill Allowance Code should not, except under the special sanction of Government in the Financial Department, be, granted to any member of the family of a clerk who does not accompany the clerk to Ootacamund, and the concession of the grant of travelling allowance for families should not be extended to provide the cost of a journey to or from Ootacamund of a member of a clerk's family which remains at that station for a shorter period than the stay on the hills of the clerk himself. Orders will issue in the Financial Department as regards all claims for travelling allowance to members of a clerk's family who do not perform the journey to and from the hills at the same time as the clerk.

G.O. No. 445, Finl., 19-9-1908.

(5) As an exception to note (4), a clerk who accompanies Government to Ootacamund for two or more successive seasons and who, on account of the education of his children, leave his family in Madras for those seasons will be entitled to draw actual travelling expenses, based on the class of railway to which the clerk himself is entitled for the journeys to and from Ootacamund made by his family in order to join him during one school vacation in each season. The concession will be subject to the provisos that—

(i) no charges shall be admissible for male children of 15 years of age and above;

(ii) the fact of the attendance at school shall be supported by a certificate from the head of the school;

(iii) the actual expenses of the journeys shall be scrutinized by the head of the office; and

(iv) intimation of all such claims shall be given by the clerk concerned to the head of his office before the clerk makes the journey to Ootacamund with the headquarters of Government. Orders on all claims under this rule will issue in the Financial Department.

G.O. No. 419, Finl., 28-7-1916.

(6) Subject to the conditions laid down in note (5) the concession to claim actual travelling expenses will be extended to cases—

(i) in which a clerk takes his family with him to Ootacamund during the school vacation of a child and the family returns before the stay of the clerk at Ootacamund has been completed with a view to the child rejoining his school and

(ii) in which a clerk takes his family to Ootacamund and for the first time sends a child to school from Ootacamund.

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* This rule is not intended to provide travelling allowances for a member of an officer's family making the journey otherwise than with the headquarters of the Government or about the time of the move of the headquarters of the Government: provided that such allowances may be granted by the Local Government, when the journey is made before or after the move of the headquarters, when the circumstances have been considered in each case and the concession is for sufficient reason admitted.

Clerks who bring their families to Ootacamund for the school vacation of their children from schools outside Madras are entitled to draw only the amount by which the travelling expenses, from the station where the school is situated, to Ootacamund exceed the travelling expenses from the former station to Madras. G.O. No. 565, Fin. 28-8-1917.

13. If an officer makes a journey on public duty on the occasion of the movement of the Government to or from Madras or Ootacamund instead of accompanying the headquarters of the Government, he may, if his family proceeds to Madras or Ootacamund (as the case may be), charge the travelling allowances admissible under rules 4 and 5 for his family.

14. An officer who is absent on privilege leave when the headquarters of the Government are moved to or from Ootacamund, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Ootacamund or Madras, as the case may be, may if his *locum tenens* has not received travelling allowance, draw after his return to duty the travelling allowance which he would have received if he had accompanied the Government on its removal.

NOTE.—(1) Travelling allowance according to Hill Allowance Code is admissible to an officer summoned from Madras to act for another who has been granted privilege leave while in Ootacamund even though such allowance has been drawn by the latter.

(2) A clerk who is brought to Ootacamund with Government headquarters and who during the stay of Government on the hills, is transferred to an office outside the Secretariat, cannot claim the special rates of travelling allowance admissible under the Hill Allowance Code for the down-journey to Madras; nor can he be permitted to join the office at Madras and be relieved there, as such a course, which would admit of the clerk's drawing travelling allowance for himself and his family under the Hill Allowance Code, is a clear evasion of the spirit of the rules in this Code. G.O. No. 436, Finl., 7-1-1914.

14-A. If a clerk, after arrival at Ootacamund, is granted leave in consequence of illness and is permitted to rejoin the office at Madras on the expiry of the leave, he may be permitted to draw for himself *actual travelling expenses* as defined in Article 13 of the Civil Service Regulations (fourth edition) and for his family travelling allowance admissible under these rules. G.O. No. 136, Finl., 17-2-1903.

This concession extends also to inferior servants.

III.—Special Allowances.

15. The following scale of allowances is granted to clerks accompanying the Government to the hills:— G.I. No. 4663, F.O. and A., Fin. Dept., 16-9-1909, & G.O. No. 406, Finl., 16-9-1909.

Five-tenths of salary, the minimum being Rs. 30 and the maxima as shown below: provided that no more than double pay is drawn in any case:—

Salary.	Maximum admissible.
Above Rs. 100 and below Rs. 150	60
Rs. 150 and below Rs. 200	70
Rs. 200 and below Rs. 300	80
Rs. 300 and above	100

NOTE.—The hill allowance should be calculated on the different rates of salary drawn in a month and not on the total salary received in a month. G.O. No. 825, Finl., 25-11-1913. Viz., Pa. 8-1 of 19-3-1904.

16. When Government quarters are provided, a deduction of one-tenth of salary will be made for house-rent except in case of clerks classed in the fifth class in rule 3 who are exempt from the payment of house-rent. No more than the actual value of the quarters will be charged. G.I. No. 4290 P., Finance Dept., 29-7-1905.

A separate rent for furniture, calculated at 7 per cent on its value, will also be recovered from each occupant of clerks' quarters except in case of clerks included in the fifth class in rule 3 who are exempt from the payment of furniture rent.

The special allowance granted to clerks under this Code should not be included in salary in calculating house-rent. G.O. No. 571, Finl., 25-7-1894.

17. The special allowance may be drawn for the period of residence at Ootacamund, and for one week before and after. This claim to allowance for one week before and after the period of residence at Ootacamund is not affected by reason of an officer's being entitled to draw during the same periods any tour allowance for proceeding on tour from Madras or from Ootacamund, instead of accompanying the headquarters of the Government.

G.O. No. 111, Finl., 10-3-1909.

NOTE.—(1) The period of residence at Ootacamund shall be held to commence on the date on which a clerk actually takes up his duties there and to terminate on the day upon which he is relieved at Ootacamund.

G.O. No. 631, Finl., 20-7-1898.

(2) Under the article a clerk who joins office from privilege leave and forth with proceeds to Ootacamund with the Government may be allowed the special allowance contemplated in the article.

G.O. No. 505, Finl.' 20-10-1908.

(3) A clerk or a menial servant who proceeds with the head of his office on tour after the arrival of Government at Ootacamund and returns to that station on the termination of the tour shall be allowed to draw hill allowance during the period of the tour in addition to travelling allowance under the Civil Service Regulations. If the clerk or menial does not return to Ootacamund at the close of the tour, hill allowance will cease from the date of his departure from Ootacamund. The special allowance for one week before and after the period of residence at Ootacamund admissible under rule 17, should not be drawn more than once in each season at each end of a stay at Ootacamund, and should not be admitted only in connection with the first arrival at, and the last departure from, Ootacamund in that season.

G.O. No. 635, Finl., 1-10-1917.

G.O., No. 808, Finl., 23-12-1912.

(4) The special allowance for one week before and after the period of residence at Ootacamund should not be drawn by an officer who is not actually on duty at the place for at least a month and that the allowance should be admitted to an officer only once in the season.

(5) The hill allowance payable for two weeks in excess of actual residence at Ootacamund may be drawn irrespective of the fact that Presidency allowance or house-rent allowance is drawn for the whole or any portion of the same period.

18. (*a*) A clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the special allowance, and if no extra expense is caused to the Government, draw it in full during his sick leave.

(*b*) A clerk on privilege leave, if permitted to rejoin office on the expiry of his leave, at Madras or Ootacamund simultaneously with, or after, the arrival therof the headquarters of the Government, may draw the allowance for seven days of his leave.

(G.I. No. 6759-P., Finance Department, dated 6th December 1905, and G.O. No. 850, Financial, dated 13th December 1905.)

(*c*) If a clerk obtains privilege leave while in Ootacamund and rejoins in Ootacamund, he may draw the allowance for the period of his absence : provided it has not to be paid to a substitute.

G.I. Fin. Dept, No. 4290-P., 29-7-1905.

19. Section-writers paid at ordinary section rates, and temporary clerks whose pay is fixed at Madras rates, may, if ordered to accompany the Government from Madras, draw the allowance. But if the remuneration of such officers is fixed upon the understanding that their work will be done at Ootacamund, the allowance is not admissible to them. No officer engaged in Ootacamund or elsewhere than in Madras, for temporary duty at Ootacamund is entitled to any allowance except his salary.

III-A.—Warm Clothing Allowance.

19-A. A warm clothing allowance of Rs. 15 *per annum* will be granted to clerks included in the fifth class enumerated in rule 3.

IV.—House-rent at Ootacamund.

20. An Aide-de-Camp to the Governor, if not provided with accommodation at the public charge, may draw the presidency house-rent of his rank during his absence from Madras.

V.—Allowances to Inferior Servants.

21. Inferior servants are entitled to an extra allowance of Rs 5 monthly for the period of their stay at Ootacamund, and for the period actually

occupied in their journey between Madras and Ootacamund; provided always that not more than four days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a servant may be entitled by reason of his proceeding on tour on public duty from Madras.

NOTE.—The word 'stay' in this rule means 'stay on duty.' No extra allowance is admissible to inferior servants during their absence on leave of any kind except casual leave.

22. Warm clothing will be supplied to inferior servants on any establishment moved to Ootacamund with the headquarters of Government, the cost of each man's clothing not exceeding Rs. 10 a year.

VI,—Advances of Pay, etc,

23. Advances to officers proceeding to or from Ootacamund are regulated as follows:—

(a) The advance of the salary or travelling allowance of a Gazetted officer requires the written sanction of the Government in the department to which he belongs.

(b) The salary and other allowances of a clerk or inferior servant for the month in which he leaves Madras or Ootacamund, as the case may be, and his travelling allowance may be advanced by, or on the countersignature of, the Head of the Office.

24. Advance of salary and allowances shall be recovered in two equal instalments from the pay and allowances due for the following months. Advances for travelling allowances shall be adjusted by bills within one week after the officer's arrival at his destination. Meanwhile, these advances will be held under "Objection."

G.I. No. 6472-F.O. and A., F.D., 13-11-1908. G O. No. 521, Finl., 6-11-1908. G.O. No. 103, Finl., 26-2-1909.

VII.—Press Establishment.

25. Travelling allowance is granted on the following scale to the establishment of the Government Press, Madras, required to accompany the Government of Madras to and from Ootacamund in connection with the working of the branch Government Press at the latter station:—

G.I. No. 1184-F.O. and A., F.D., 3-3-1909; G.O. No. 112, 10-3-1909.

Class.	Definition.	Travelling allowance for officers.	Family travelling allowances.			Aggregate travelling allowance.
		Railway.	Wife.	Child not less than twelve years old.	Child less than twelve but not less than three years old.	
			RS.	RS.	RS. A. P.	RS.
I	Officers above the grade of clerks and clerks whose salary is not less than Rs. 400.	Double first class.	45	45	22 8 0	175
* II	Other Press employees whose salary is less than Rs. 400 but not less than Rs. 50.	Double second class.	25	25	12 8 0	100
* III	Press employees whose salary is less than Rs. 50 but not less than Rs. 30.	Do.	Consolidated allowance of Rs. 20.			...
IV	Other Press empolyees in superior service.	Double third class.	Consolidated allowance of Rs. 15.			...
V	Press employees in inferior service.	Do.	*Nil.*	*Nil.*	*Nil.*	...

* NOTE.—On the Nilgiri railway, where there are only two classes of accommodation, double the fare of the upper class will be allowed.

G.I. No. 6272-C.S.R., F.D., 2-12-1910. G.O. No. 507, Finl., 5-12-1910.

26. *Special allowances* are granted as follows:—

Salary.					Monthly allowance. RS.
Rs.	10 and under			...	4
,,	11 and below	Rs.	15	...	5
,,	15	do. ,,	18	...	7
,,	18	do. ,,	25	...	10
,,	25	do. ,,	40	...	15
,,	40	do. ,,	55	...	20
,,	55	do. ,,	70	...	25
,,	70	do. ,,	100	...	30
,,	100	do. ,,	150	...	40
,,	150	do. ,,	200	...	70
,,	200	do. ,,	300	...	80
,,	300 and above			...	100

NOTE.—(1) When Government quarters are provided, no reduction will be made on account of house-rent or of furniture-rent in the case of press employees on pay of less than Rs. 25 and in the case of all piece-workers.

(2) Members of the establishment who earn Rs 15 per mensem and less will be granted a warm clothing allowance of Rs. 12-8-0 per annum.

27. Men employed on piece-work will receive an allowance of Rs. 30 per cent of their earnings calculated at the Madras Press scale.

(Vide G.I. No. 2151-P., Finance Department, dated 17th April 1905, and G.O. No. 325, Financial, dated 22nd April 1905.)

APPENDIX B.

(A) POWERS OF LOCAL GOVERNMENTS.

In Chapter III of their Report the Royal Commission on Decentralization made certain recommendations regarding (*a*) the general financial relations between the Government of India and the local Governments, and (*b*) the enhancement of the powers of sanction enjoyed by the latter. The orders of the Government of India on the Commission's recommendations in respect of the first of these questions have already been published in their Finance Department Resolution No. 27-F., dated the 18th May 1912. The Government of India have now examined, with reference to the Commission's recommendations, the question of enhancing the powers of sanction of local Governments in respect of Provincial and Imperial expenditure; and they are pleased, with the sanction of the Secretary of State, to issue revised rules defining the financial powers of sanction and control which will be exercised by local Governments with which regular Provincial Settlements have been concluded, and stating the terms and conditions under which the administration of Provincial revenue and expenditure will in future be regulated by them. These rules are contained in the annexure to this Resolution, and supersede those contained in the Finance and Commerce Department Resolution No. 3531-A, dated the 11th August 1897. Some of them have already been published in the Finance Department Resolution No. 249-E.A., dated the 15th July 1912, but are included in the annexure to the present Resolution so as to make it a complete and self-contained document. For the sake of convenience, the general terms and conditions of the Provincial Settlements, so far as they define the duties and obligations of Provincial Governments, have also been reproduced in the annexure. G.I., F.D., No. 361-E.A., 24-7-1916. G.O. No. 464, Fin., 7-8-1916.

Note.—The term "regular Provincial Settlements" as used in this Resolution includes settlements made on a provisional basis pending the subsequent introduction of a permanent settlement, as is at present the case in Bengal, Behar and Orissa, and Assam. But it excludes the quasi-provincial settlements referred to in paragraph 2 of the Resolution.

2. * * * *

3. The Civil Service Regulations and other authorized codes will be eventually amended in accordance with the terms of this Resolution. Pending such revision, the provisions of these codes and regulations will remain in force except in so far as they are clearly superseded by any rule in this Resolution.

4. It is to be clearly understood that the rules now issued deal solely with the specific financial powers of sanction and control possessed by local Governments. The power of administrative control which is vested in the Government of India is not affected.

ANNEXURE.

Rules defining the Financial Powers of Provincial Governments.

I.—Certain conditions common to all Provincial Settlements.

1. The revenue received and the expenditure incurred on the public service in each province is to be classified as Imperial or Provincial according to the lists in Schedules A and B attached to this Resolution.

All revenue recorded on the books of the Account Officer of the province, which, according to the established system of public accounts is classified under the heads named in column 2 of Schedule A, will be Provincial to the extent stated in column 3 of the Schedule; and all expenditure recorded on the books of the Account Officer of the province which is similarly classified under the heads named in column 2 of Schedule B, will be provincial to the extent stated in column 3. This definition gives the sole test prescribed in the settlement made with the local Government for deciding whether any item of revenue or expenditure is provincial.

NOTE.—The term "divided heads" refers to those major and minor heads the revenue or expenditure under which is divided in fixed proportions between Imperial and Provincial.

2. Inter-provincial adjustments are not ordinarily allowed. But such adjustments may be made through the exchange accounts by mutual agreement, and with the approval of the Comptroller-General, in special cases where (*a*) the services of a joint establishment are utilized by two or more Provincial Governments; or (*b*) a local Government desires for special reasons to contribute from its Provincial revenues towards an educational or other institution or to any other scheme of expenditure in another province; or (*c*) if any charge of an exceptional nature which ought ordinarily to be borne by one province is paid in another province. All cases of dispute between Provincial Governments regarding such adjustments should be referred for the orders of the Government of India.

3. Expenditure under the head "33. Famine Relief" will be wholly Provincial in Burma and Assam. In the other provinces its incidence will be determined according to the following rules:—

(*a*) The amount shown against each of the seven provinces in column 2 of the table below will, until the limit indicated in column 3 is reached, be added to its revenues annually by a special Imperial contribution which will be adjusted through the head "transfers between Imperial and Provincial."

Province.	Amount to be credited annually.	Limit of amount to be held at credit of Provincial Government.
	RS.	RS.
Madras	2,50,000	25,00,000
Bombay	13,70,000	80,00,000
Bengal	60,000	5,00,000
United Provinces	4,50,000	30,00,000
Punjab	1,40,000	10,00,000
Bihar and Orissa	2,00,000	20,00,000
Central Provinces	12,80,000	80,00,000

(*b*) The amount thus added to the revenues of a province will in each year be debited in the Provincial section of its accounts under the head "36. Reduction or Avoidance of Debt."

(*c*) An administrative or *pro-formâ* account will be maintained by the Comptroller-General for each province, showing on its credit side the amount charged each year in the Provincial section of its accounts under the head "Reduction or Avoidance of Debt" [vide clause (*b*)], and on the debit side the charges incurred for famine relief as in clause (*d*) below. The net amount at the credit of any province in any year will be carried forward to its *pro-formâ* account for next year, and the balance at credit of each province will be allowed to accumulate until the figure shown in column 3 of the table in clause (*a*) has been reached. The procedure described in clauses (*a*) and (*b*) will then cease until the balance at credit

of the province in its *pro-formâ* account is reduced by actual famine relief expenditure.

(*d*) When famine occurs in a province, all expenditure which, under the ordinary rules of account, is debitable to the head "33. Famine Relief" will be wholly Imperial up to the limit of the balance standing to the credit of the Provincial Government in the *pro-formâ* account prescribed in clause (*c*).

(*e*) If the expenditure under the head "33. Famine Relief" exceeds the amount of such credit the excess will be charged to Imperial and Provincial in equal shares.

4. Provincial Governments are expected to maintain all the Provincial services in a state of administrative efficiency, providing any additional funds which may be necessary for this purpose either from the curtailment of other expenditure, or from the development of Provincial revenues.

II.—General limitations to the financial powers of Provincial Governments.

5. The delegation to Provincial Governments of the power of control over a portion of the public revenues is subject to the following general conditions.

Without the previous sanction of the Government of India * :—

(1) No additional taxation may be imposed, and no fundamental change may be made in any existing system of revenue management.

(2) No new general service or duty may be undertaken.

(3) The rates of duty on spirits and drugs may not be altered in any case in which the alteration is likely to affect the excise arrangement of neighbouring provinces, without the concurrence of the Provincial Government concerned.

(4) The rates of discount upon the retail of stamps and court-fees labels may not be altered.

(5) As a general rule, no item hitherto credited to general revenues, Imperial or Provincial, may be alienated to form an asset of any local or special fund.

But a Provincial Government may, without previous reference to the Government of India, assign to a local body or a special fund, constituted by law, petty items of wholly Provincial revenue of a recurring character, which are not derived from the proceeds of general taxation and the yield of which does not on an average exceed Rs. 25,000 a year.

NOTE.—For the definition of a local fund or local body as used in this clause, see article 33, Civil Service Regulations.

(6) No public money may be removed from the public treasury for investment or deposit elsewhere. The Government of India, who are responsible for the provision of ways and means for the public service in all departments, retain in their own hands unconditional control over all money in the public treasury; and a Provincial Government may not withdraw such money except for expenditure upon the public service.

(7) No alteration may be made in the form or procedure of the public accounts. In particular, Provincial Governments may not issue orders directing the division of a charge between two or more heads of account; the Comptroller-General ordinarily decides the proper classification of an item in the accounts.

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* In many of the cases mentioned in this rule, the sanction of the Secretary of State will also be required, but the responsibility for obtaining such sanction will rest with the Government of India who will first have been addressed.

G.I., Finl. Dept., No. 271-E.B., 17-2-1919, commd. with Finl. Endt. No. 272-E.B., 17-2-1919.

Page 300.—*Insert* the following as a note under rule II-5 (11) of Appendix B (A) :—

NOTE.—If in a suit for acts done in his official capacity, an officer is acquitted of all blame, the Local Government may at its discretion and on the merits of each case defray such reasonable charges as he has incurred in defending himself. Local Governments will have full powers to sanction expenditure of this class when it is debitable to Provincial or divided heads. In respect of expenditure falling on Imperial revenues their powers will be limited to Rs. 1,000 as in Rule IV-11 (2) on page 306.

The powers of minor Local Governments and departments of the Government of India are in the absence of special orders limited to Rs. 1,000. Departments of the Government of India may delegate their powers to the heads of departments under them subject to a like limit of Rs. 1,000.

[VI, 6-4-19]

Page 300, *Appendix B (A)*.—*Add* " G.O. No. 196, Financial, dated the 12th March 1919 " as additional authority at the end of the note under rule to II 5 (11) inserted by the sixth list of corrections, dated the 6th April 1919.

[VII, 10-5-19]

(8) No services previously rendered to other departments at the charge of departments made over to the control of the Provincial Governments may be diminished, and no services previously rendered to the latter departments at the charge of the former may be increased.

(9) No main artery of communication, such as a trunk road, may be abandoned, or allowed to fall out of repair.

(10) No delegation of financial powers may be made to an authority subordinate to the Provincial Government except in cases where such delegation is expressly provided for in any authorized code, or by any order of the Secretary of State in Council or by any existing order of the Government of India.

But when a Provincial Government is empowered to create an appointment (permanent or temporary), and on the creation of such an appointment certain powers can be vested in the incumbent, it may, as an alternative to the creation of such appointment, delegate the same powers to some existing authority of lower status. Such delegation shall remain in force only for such term as that for which the Provincial Government would have been competent to sanction the new appointment above referred to.

(11) No expenditure may be incurred (except in cases in which authority is granted to a Provincial Government under these rules) which is :

(*a*) Of an unusual nature ; or—

(*b*) Devoted to objects outside the ordinary work of administration ; or—

(*c*) Likely to involve at a later date expenditure beyond the powers of sanction of the Provincial Government.

(12) No pension or gratuity may be granted to an official that is not admissible under the provisions of the Civil Service Regulations or any other authorized general code, or under any general authority conferred on Provincial Governments by, or with the approval of, the Secretary of State in Council.

(13) A Provincial Government cannot raise for its own finances any loan in the open market. Its power to sanction the raising of loans in the open market by local bodies is subject to the provisions of Acts of the legislature and of rules framed thereunder by competent authority.

6. The financial powers of Provincial Governments are subject to the supervision and control of the Government of India; and a Provincial Government is bound to observe any general or specific instructions which the Supreme Government may issue from time to time in the exercise of its powers of supervision and control. The Governor-General in Council expressly reserves the right of issuing instructions to local Governments on general or particular matters affecting Provincial estimates, and revenues and services, when such action seems to him expedient.

7. Subject to the limitations and restrictions prescribed in these rules, Provincial Governments can exercise, in respect of Provincial and Divided heads of revenue and expenditure, all the financial powers of sanction and control which are exercised by the Government of India over the revenues of India or the expenditure therefrom under the Finance Department Resolution No. 368-Gl. (E.A.), dated the 15th March 1913, as amended from time to time. In addition they can also exercise, in respect of the same heads, the powers vested in Provincial Governments under the provisions of the Civil Service Regulations, the Civil Account Code, the Public Works Department Code, the Forest Code and any other auothorized code issued with the approval of the Government of India. They are, however, bound to observe the rules in these codes, except where authority is granted by this Resolution to incur expenditure not admissible

thereunder. As regards revenue and expenditure which is wholly Imperial, their powers are further limited by the rules contained in this Resolution. As regards wholly Imperial expenditure recorded under the head "33. Famine Relief," a Provincial Government exercises the same powers of sanction as it does in the case of expenditure which is wholly or partly Provincial.

NOTE.—In cases when the pay of the appointment is undetermined because the rate of pay drawn is personal to the permanent incumbent or because the appointment though not reserved for members of any service is ordinarily tenable by an officer of some service who may belong to any one of several grades or classes, the Government of Madras have been empowered to declare the pay of the appointment for the purpose of acting arrangements at a rate not exceeding (a) the pay of the permanent incumbent or (b) if the pay is incremental his minimum pay or (c) if the appointment is tenable by an officer belonging to one of several grades or classes in a service, the pay of the lowest grade or class. G.I. No. 694, C.S.R., 26-7-1917. G.O. No. 528, 8-8-1917.

8. Any payments which are in excess of those admissible under the codes referred to in rule 7 or under any general or specific orders of the Secretary of State in Council or the Government of India, as well as any expenditure which is beyond the power of a Provincial Government to sanction, will require the sanction of higher authority.

But a Provincial Government may in individual cases, and for special reasons which should be communicated to the Audit Officer—

(1) Grant an officiating officer a higher salary than is authorized by the codes, subject to a maximum limit of Rs. 250 per month, and subject to the condition that his salary must not exceed the pay of the officer for whom he acts.

(2) Relax the conditions or limitations prescribed by any rule in any authorized code, without contravening its general spirit, so as to grant to an officer travelling allowance, not exceeding Rs. 1,000 in any case, in cases where no travelling allowance is admissible under a strict interpretation of the rule.

(3) In cases not coming under clauses (1) and (2) above, relax the conditions or limitations prescribed by any rule in an authorized code or by an order of the Government of India, without contravening its general spirit, subject to the condition that the total amount payable under the sanction does not exceed Rs. 5,000 in any case if charged wholly or partly to Provincial, and Rs. 1,000 if charged wholly to Imperial, funds.

NOTE.—All sanctions given under the above conditions must be subject to the further condition that the expenditure would in any case be within the power of the Government of India to sanction and would not require a reference to the Secretary of State. Each such sanction must moreover quote the appropriate provision of the present rule for the information of the Audit Officer concerned.

9. A Provincial Government has no authority to give effect to any part of a scheme of which any one item requires the sanction of higher authority, though in seeking the sanction of such authority to the scheme as a whole, it will be sufficient to indicate the total financial effect of the remaining items of the scheme without entering into the details comprising that total, save in so far as some exposition of these may be necessary to justify the item requiring higher sanction.

III.—Restrictions on powers of Local Governments with regard to expenditure which is wholly Provincial or is charged to a divided head.

10. The sanction of the Government of India is required*:

(1) To the creation of any new permanent appointment which would ordinarily be held by a gazetted civil officer recruited in England or by

* In many of the cases mentioned in this rule, the sanction of the Secretary of State will also be required, but the responsibility for obtaining this will rest with the Government of India who will first have been addressed.

an officer of an Imperial service as defined in Article 29-B, Civil Service Regulations; to the raising of the pay of such an appointment or officer; and, except as permitted by an authorized code or in the note to this rule to any addition to the emoluments of such an appointment or officer by the grant of allowances of any kind (whether included or not in the definition of "remuneration").

DEFINITION.—Remuneration includes, besides monthly substantive pay or salary, all payments to officers from general revenues (i.e., Imperial and Provincial revenues, as well as the revenues of local funds administered by Government) whether in the nature of fixed allowances, subject to the exceptions specified below, or of fees, rewards (except language rewards other than those which take the form of monthly allowances) or recurring honoraria. It does not include the pension of an officer who is re-employed, or local allowances granted on account of the unhealthiness or expensiveness of particular localities, exchange compensation allowance, travelling, tentage or conveyance allowance, house rent allowance or grant of free quarters, allowances to civil surgeons for charge of railway employe's, office allowances, Simla or other hill allowances, and non-recurring honoraria. But without the previous sanction of the Secretary of State no exchange compensation allowance can be granted in cases in which it is not now admissible; nor may any modification be made of the broad principles on which the rules relating to the Calcutta, Bombay and Rangoon house allowance schemes are based, including the rates and the general conditions of eligibility laid down in them.

NOTE.--Provincial Governments are empowered to sanction temporary duty allowances for appointments or officers of the above class within the limits of their powers to sanction deputations.

G.I. No. 1238-E.B., 28-9-1917 and G.O. No. 665, Finl., 11-10-1917.

(2) To the creation of a permanent appointment not belonging to either of the classes specified in clause (1) of this rule, of which the remuneration exceeds Rs. 800 a month; to the raising of the remuneration of an officer, or of a sanctioned permanent appointment, not belonging to the classes specified in clause (1), to an amount in excess of Rs. 800 a month; or to the increase of a remuneration which is already in excess of that amount.

NOTE.—(1) In the case of incremental pay the test for the application of this rule is the maximum pay attainable. But the grant of an increase remuneration to an officer on an incremental or time-scale pay the maximum of which rises to or exceeds Rs. 800 a month, on the condition that it shall be continued only so long as it does not cause his total remuneration to exceed that limit, does not require the sanction of the Government of India.

(2) Where the remuneration of an officer of the class mentioned in this rule cannot equitably be fixed at a monthly rate because it would in consequnece of its source be liable to fluctuation from month to month, the sanction of higher authority is required to the grant of a remuneration in excess of Rs. 9,600 a year, instead of Rs. 800 a month.

(3) The note to rule 10 (1) applies here also.

(3) To the abolition of an appointment of the classes mentioned in clause (1) above; and to any reduction in the remuneration of such an appointment.

(4) (*a*) To the creation of a temporary appointment, or to the deputation of any officer, when the remuneration exceeds Rs. 2,500 a month; or when the remuneration, though not exceeding Rs. 2,500 a month, exceeds Rs. 800 a month and the temporary appointment or deputation is expected to last, or does last, for more than two years.

(*b*) To the creation of a temporary appointment for an officer belonging to an Imperial service as defined in Article 29-B, Civil Service Regulations, or to the deputation of such an officer on special duty, for the discharge of work lying outside the ordinary course of the administration,

when such appointment or depuation is expected to last or does last for more than six months.

The intention of this rule is merely to require the sanction of the Government of India to deputations of Imperial officers for a period of more than six months on special works, such as that of a literary or antiquarian nature, and it was not intended to apply to officers who are employed in appointments of a nature incidental to the ordinary daily work of a province whose case is governed by rule 4 (*a*). C.-G.'s letter No. 557-A A/636-13, 30-5-1914. (Bengal.)

NOTE.—(1) The powers of Provincial Governments to sanction deputations are limited to deputations in India. They have no power to sanction deputations outside India except in the cases mentioned in note 2 to Article 85 of the Civil Service Regulations.

(2) In the case of temporary appointments required for Settlement work, Provincial Governments have full powers of sanction as to their number and duration, subject as regards remuneration, to the rules contained in Appendix 4-A, Civil Service Regulations.

(3) In the case of temporary appointments in the Public Works Department, which are not filled by the deputation of pensionable officers in permanent employ, Provincial Governments have full powers of sanction, irrespective of the duration of such appointments, so long as the remuneration does not exceed Rs. 2,500 a month.

(4) The period for which a temporary appointment or deputation has been sanctioned by higher authority may, if necessary, be extended without further reference to the authority which granted the original sanction, provided that such extension does not exceed one month.

(5) When the remuneration of an officer appointed to a temporary appointment or placed on deputation in accordance with the limits prescribed in clause (4) of this rule is increased beyond those limits by reason only of an increase of the pay or acting allowance which the officer holding it would draw in normal circumstances, the specific sanction of the Government of India will not be required to the continuance of the temporary appointment or deputation on the increased remuneration until the expiry of the period originally sanctioned.

(5) To the grant to an officer in the service of Government, who is appointed to a temporary appointment or deputed on special duty in India, of a higher remuneration than is permitted by the following rules:—

(*a*) Article 78-A, Civil Service Regulations, in respect of a temporary appointment filled by an officer in the service of Government.

(*b*) Article 81, Civil Service Regulations, in respect of an officer deputed on special duty provided that a Provincial Government may, in exceptional cases, grant to an officer not belonging to an Imperial service (as defined in article 29-B, Civil Service Regulations), a deputation allowance exceeding that ordinarily admissible under Article 81, Civil Service Regulations.

NOTE.—This rule is to be understood as definitely precluding the grant of deputation allowances in all cases except those in which the special duty involves a decided increase of work or responsibility or a change of station. Moreover, a change of station is an ordinary incident of service in India and does not in itself constitute a reason for an addition to an officer's emoluments: accordingly the fact that the transfer to special duty involves a change of headquarters, affords a reason for the grant of a deputation allowance only if the officer is thereby placed at unusual expense, owing to the period of deputation being a short one or to some other exceptional cause. Audit Officers should question any cases in which the orders of the authority sanctioning a deputation allowance do not show that such authority definitely considered and decided that the grant of an allowance was fully justified under the terms of this rule.

(6) To provisions of permanent establishments which involve additional expenditure exceeding Rs. 50,000 a year. Further, orders involving either (*a*) the revision of the rates of substantive pay of any one branch of the public service at a cost to that branch of the service alone of more than Rs. 25,000 a year, or (*b*) the raising of the average pay of a service, of which the maximum pay exceeds Rs. 500 a month, above the average rate approved at the last revision of the service as sanctioned by the

Secretary of State or the Government of India or (*c*) the grant of local allowances as compensation for dearness of living, or for increase of rents in any locality in which a considerable number of officers paid from Imperial revenues is employed, must be submitted in draft to the Government of India. If no orders are received by the Provincial Government thereon within three months from the date of their receipt in the Government of India, the scheme may then be brought into effect forthwith.

Note.—(1) For the purpose of determining the above limit of Rs. 50,000 a year, the cost of any temporary establishment which the new scheme will replace may not be taken as a set-off.

(2) In the case of establishments, such as process-serving establishments, the scale and remuneration of which are determined by courts of law under rules having the force of law, the sanction of the Government of India is not required under this clause unless the net extra expenditure involved, after allowing for the receipt of fees, exceeds Rs. 50,000 a year.

(3) For the purpose of this clause, the cost of any particular revision is to be determined with reference to the definition or "remuneration" in clause (1) of this rule.

(4) For the purpose of cases falling within class (*b*) referred to in this clause, an incidental increase of average pay which does not amount, for any single sanction, to more than one per cent may be neglected.

(7) To the grant to non-officials, on political considerations, of (*a*) land either free of revenue or on favourable terms, or (*b*) of assignments of land revenue, if the value of the land or land revenue exceeds Rs. 1,000 a year.

Grants of either kind on other than political considerations are subject to: (*i*) the statutory rules which have been published by the Government of India, under the authority of the Secretary of State, in their Finance and Commerce Department Resolution No. 933, dated the 20th February 1894, and their Finance Department Resolution No. 5751-Ex., dated the 31st October 1910, and which have been reproduced in the Appendix to the Finance Department Resolution No. 465-Ex., dated the 26th January 1911; or (*ii*) the rules published by the Government of India in their Revenue and Agricultural Department Resolutions No. 1-141-151, dated the 6th February 1872 (as amended by Resolution No. 1-127-4, dated the 28th February 1912), No. 21-223-12, dated the 7th October 1895, and No. 12-73-17, dated the 7th September 1897; and (*iii*) such other general or special orders as the Government of India may have issued from time to time.

(8) To the grant to a non-official who is injured (or to the family of a non-official who is killed) during or in consequence of service rendered to Government, or who though not injured has rendered some exceptional service to Government, of a pension exceeding Rs. 1,000 a year or a gratuity exceeding Rs. 3,000 in any one case.

(9) To the grant to a civil officer, who is in Government employ or in receipt of a service pension, of:

(*a*) Land, except where the grant is made under the ordinary revenue rules of the province concerned, and involves no special concession in money or its equivalent beyond the fact that the grantee has received the grant in preference to others; or—

(*b*) An assignment of land revenue when the total amount exceeds Rs. 600 a year, or the assignment, if within that amount, is not limited to three lives and reduced by one-half on each succession. All grants of assignments of land revenue made by a Provincial Government to civil officers should be confined to cases in which the services are of a very distinguished and exceptional character, i.e., to cases in which a

G.I., Fin., Endt. No. 144-C.S.R., 14-2-1919, commg. S. of S.'s Desp. No. 50, Finl., 20-12-1819, received by the G.I. on 2-2-1919.

Page 305.—*Insert* the following as a foot note to rule III (9) (*b*) of Appendix B (A) :—

NOTE.—In the case of civil as well as military grants, Local Governments may, at their discretion, allot the continued pensions after the death of the original grantees among several heirs and in such proportions as may seem most suitable instead of continuing it integrally to a single heir.

[V, 6-3-19]

Page 305, *Appendix B.*—*Insert* the following as a footnote under rule 10 (10) of Annexure B of the above appendix :—

G.O. Press No. 327, Rev. (Special), 24-2-1919, commg. G.I. Circular No. 71-56-1 (Dept. of Rev. and Agri.), 31-1-1919, enclosing copies, 30-8-1918, from the G.I. No. 65, Rev., 13-2-1918, received by the G.I. on 14-1-1919.

NOTE.—Local Governments are free, subject to the limits imposed upon their powers to make grants to charitable institutions to assist by means of grants, co-operative societies composed of members of backward castes and classes in providing clerical service for the maintenance of their accounts, in cases where such service is beyond the capacity of the members themselves. Such grants may suitably be made to philanthropic institutions and associations which have shown zeal in fostering the growth of credit societies among such classes to enable them to improve their supervising staff, and in both cases, rural as well as urban societies, may be regarded as eligible for direct or indirect assistance of this kind. Suitable provision should be made by the Registrar, Co-operative Societies, for an adequate watch being kept over the administration of grants, made under these orders. The eligibility of a co-operative society for a grant will be decided with reference, not to its financial position, but to the social and educational qualifications of its members.

[VI, 6-4-19]

special pension would be admissible with reference to the orders of the Secretary of State embodied in Appendix 9 of the Civil Service Regulations. An annual return should be submitted by each Provincial Government to the Government of India, showing any assignments of land revenue made by it to civil officers, and the grounds on which such assignments have been made.

(10) To any cash grant to a charitable or religious institution (not being a grant for a church under the Public Works Department Code) which exceeds Rs. 10,000 a year if recurring or Rs. 50,000 if non-recurring; and to any grant to a charitable or religious institution outside India.

NOTE.—(1) Institutions designed for medical relief are included in the category of charitable institutions.

(2) This rule does not apply to charitable institutions which are educational in their scope and character. G.I., F.D., No. 1480-E.B., 5-12-1916.

(11) To expenditure on State ceremonies and assemblies, and on the entertainment, at the public charge, of distinguished visitors to India, when the outlay is estimated to exceed Rs. 1,00,000.

(12) (*a*) To recurring grants to local bodies from Provincial revenues exceeding Rs. 1 lakh a year in any one case.

(*b*) To non-recurring grants to local bodies from Provincial revenues exceeding Rs. 10 lakhs in any one case.

NOTE.—Where the grant takes the form of a contribution towards the construction of a building or other public works by Government agency, and the cost of establishment, tools and plant is thus included in the real value of the grant made, the limit on the total assistance given will be Rs. 12½ lakhs.

(13) To expenditure for the direct benefit of Native States which is estimated to exceed Rs. 10,000 a year on any one project, or Rs. 50,000 if non-recurring.

(14) To any expenditure on railway carriages specially reserved for the use of high officials otherwise than in connection with the maintenance of the carriages already set apart, with the sanction of the Secretary of State in Council, for the exclusive use of the head of the province. The previous sanction of the Government of India should be obtained to all expenditure required to replace any such carriage.

(15) To the increase of the contract grant of the head of a province.

(16) To expenditure of public money (*a*) on the purchase of a motor-car or motor-cycle for the use of an official; or (*b*) on the maintenance of such a motor-car, otherwise than from the contract grant of the head of the province, except as provided in the rules published by the Government of India in their Finance Department Resolution No. 250-E.A., dated the 15th July 1912.

NOTE.—Expenditure on the hire of motor-cars for the use of the head of the province may be incurred from his contract grant without the sanction of a higher authority.

(17) To the construction or the purchase of a vessel required for inland navigation and for use at ports, the cost of which exceeds Rs. 1 lakh. Within this limit a Provincial Government may sanction the construction or purchase of such vessels subject to the following conditions:—

(*a*) The advice of the Director, Royal Indian Marine, as regards the type and cost of the vessel to be constructed or purchased shall invariably be obtained and shall be adopted on all material points.

(*b*) Without the previous sanction of the Government of India no boat or vessel shall be built otherwise than at a government dockyard.

Otherwise the Government of India must be referred to.

NOTE.—These conditions do not apply to the acquisition or construction of non-seagoing vessels of any kind other than those driven by engine-power.

(18) To expenditure on an irrigation or other public works project of which the estimate of cost chargeable to general revenues exceeds Rs. 16 lakhs when provision for establishments, tools and plant is not included, and Rs. 20 lakhs when such provision is included. When the estimate for the construction of a project has been sanctioned by the Secretary of State in Council or the Government of India, a Provincial Government can sanction outlay in excess of the original sanctioned estimate, up to an amount of 10 per cent in excess of the estimate, provided that such excess is not more than Rs. 12½ lakhs including establishment, tools and plant; but any excess over a revised estimate sanctioned by the Secretary of State in Council or the Government of India can be sanctioned by these authorities only.

NOTE.—(1) The rule in this clause does not apply to cases in which a work, though subsidised by a lump sum grant from Government, is undertaken by, and on the responsibility of, a local body.

(2) The necessity for obtaining the sanction of higher authority to a project which consists of a group of works is not avoided by reason of the fact that the cost of each particular work in the project is within the powers of sanction of the Provincial Government; but this restriction does not apply to the case of irrigation projects the construction estimates of which have been closed and further capital outlay on which is being incurred under the rules for open capital expenditure.

(3) The following projects shall be submitted to the Government of India irrespective of their cost:—

(*a*) Projects which affect the interests of more than one Local Government of Administration.

(*b*) Projects which are attended with more than ordinary Engineering difficulties, e.g., docks and harbour improvements.

(4) In the case of divisible expenditure in the North-West Frontier Province and Baluchistan of the classes mentioned in this clause, the limit of the Provincial Government's power of sanction, both in respect of original estimates and of outlay in excess of the original sanctioned estimate, is Rs. 4 lakhs exclusive of charges for establishment, tools and plant, and Rs. 5 lakhs inclusive of those charges.

IV.—Powers of Provincial Governments with regard to expenditure which is wholly Imperial.

11. (1) No expenditure which is wholly Imperial may be sanctioned by a Provincial Government except in cases where authority is given by the rules in this section, or by:—

(*a*) The provisions of any Act of the legislature or of rules framed under such an Act.

(*b*) Any rule in the Civil Service Regulations, the Civil Account Code, or any other code issued by, or with the approval of, the Government of India.

(*c*) Any order of the Government of India, laying down a scale, or a maximum scale of expenditure.

NOTE.—A Provincial Government may sanction expenditure on the construction and repair of public works executed by civil officers, subject to the rules which govern its powers of sanctioning similar expenditure incurred by officers of the Public Works Department.

(2) A Provincial Government may sanction non-recurring expenditure, not exceeding Rs. 1,000 in any individual case, on any object for which no scale or limit to its power of sanction is separately prescribed in these rules or in the Civil Service Regulations and other authorized

codes, provided that the sanction does not involve express contravention of an existing rule of the Government of India, and that the expenditure would be within the power of the Government of India to sanction and would not require a reference to the Secretary of State.

12. A Provincial Government may (*a*) create a new permanent appointment which does not belong to the classes specified in clause (1) of rule 10 and the pay and allowances of which do not exceed Rs. 500 a month, or (*b*) make an addition to the pay and allowances of a sanctioned permanent appointment or of an officer, not belonging to these classes, if this does not have the effect of raising the total pay and allowances of the appointment or of the officer to an amount in excess of Rs. 500 a month; provided that (i) the additional cost involved can be met by permanent savings in the same department or some other department charged to the same major head of account, and (ii) no revision of permanent establishment, or any other scheme of expenditure, may be sanctioned which deals with any class or grade of officers as a whole.

Note.—All increases of establishment sanctioned under this rule should be reported to the Government of India in the Finance Department in annual statements. The sanctions may be held to have been confirmed unless exception is taken to any of them by the Government of India on a review of the statements.

13. When no savings can be effected to meet the additional cost involved but there is sufficient budget provision, a Provincial Government may, subject to proviso (ii) in rule 12:

(1) Create a permanent non-gazetted appointment the pay and allowances of which do not exceed Rs. 250 a month, or make an addition to the pay and allowances of a permanent non-gazetted appointment or officer, if this does not have the effect of raising the total pay and allowances of the appointment or officer to an amount in excess of Rs. 250 a month.

(2) Sanction the revision of permanent non-gazetted establishments, provided that its powers of sanction in respect of individual appointments, as defined in clause (1) of this rule are not exceeded, and that the additional expenditure involved does not exceed Rs. 6,000 a year.

Note.—The note under rule 12 applies here also.

14. A Provincial Government may abolish, or reduce, the pay and allowances of any permanent appointment which does not belong to the classes specified in clause (1) of rule 10 and the pay and allowances of which do not exceed Rs. 500 a month.

15. A Provincial Government may sanction temporary appointments and deputations in India for any period, if the pay and allowances including deputation allowance do not exceed Rs. 250 a month. But the remuneration of an officer in the service of Government who is thus appointed to a temporary appointment or deputed on special duty must not exceed the amount which the Provincial Government is competent to sanction under clause (5) of rule 10.

16. (1) A Provincial Government may sanction recurring contingent expenditure up to a limit of Rs. 200 a year in each case; provided that it may exercise the full powers of the Government of India in respect of expenditure on the renting of ordinary office accommodation and the payment of municipal and other taxes.

Note.—Recurring expenditure means a charge which binds Government beyond a single payment.

(2) A Provincial Government may sanction an increase not exceeding Rs. 6,000 a year in a contract grant for contingent expenditure. It may also sanction the substitution of a contract grant for varying budget

grants in respect of any heads of contingent expenditure for which countersignature has hitherto been required, provided that the former does not exceed the aggregate of the latter (calculated with reference to the budget figures of the year in which the change is made) by more than Rs. 6,000.

17. A Provincial Government may sanction:—

(1) Reduced political pensions to heirs or other representatives of existing pensioners in cases in which it is already authorized to do so, and in accordance with the practice explained in the Financial despatch from the Government of India to the Secretary of State, No. 222, dated the 9th September 1909.

(2) New political life pensions up to a limit of Rs. 200 a year in each case.

(3) Increases in existing political life pensions, provided that in no case is the total pension thereby raised beyond Rs. 200 a year.

(4) Political gratuities not exceeding Rs. 1,000 in any one case.

(5) Non-recurring expenditure on behalf of political pensioners—such as grants towards the funeral expenses of deceased pensioners, the provision of dowries for daughters, allowances to meet the expense of proceeding under orders of competent authority from one locality to another, and expenditure on other than ordinary repairs (as for example the installation of electric lights and fans) in connection with the residences with which pensioners are provided in certain cases at the cost of the State—if the amount does not exceed, in any case, Rs. 1,000.

DEFINITION.—Political pensions and gratuities are pensions and gratuities granted to non-officials whose services, descent, or connections are such that it is on general grounds of policy very desirable that the Government should extend to them some measure of assistance or recognition.

NOTE.—(1) It is not permissible to grant a pension and a gratuity to the same individual under clauses (1), (2), (3) and (4) of this rule.

(2) A Provincial Government may sanction expenditure on the ordinary maintenance of residences provided for pensioners at the cost of the State, subject to the rules in the Public Works Department Code.

18. A Provincial Government may—

(1) Sanction an original work, including additions and alterations, required for an existing church up to a limit of Rs. 1,500 at one time, provided that the total expenditure on the church does not exceed the total grant permissible under the rules in part V of the Ecclesiastical rules embodied in Appendix 10 of the Public Works Department Code.

(2) Sanction works in cemeteries attached to churches, and in cemeteries the expenditure on which is Imperial, up to a limit of Rs. 1,500 at one time, when the works are admissible under the Ecclesiastical rules embodied in Appendix 10 of the Public Works Department Code.

(3) Sanction additions and alterations to chaplains' quarters, provided that the expenditure does not exceed the limit laid down in paragraph 917-IV of the Public Works Department Code.

(4) Sanction proposals relating to the renewal and repair of furniture and articles of service in churches which are admissible under rule 27 in part V of the Ecclesiastical rules embodied in Appendix 10 of the Public Works Department Code.

(5) Sanction ecclesiastical expenditure in excess of that permissible under, not covered by, the rules in Part V of the ecclesiastical rules embodied in Appendix 10 of the Public Works Department Code, on additions or alterations to a church which is the property of Government under rule 32 of those rules, or to a building subsidiary thereto, up to a maximum aggregate of Rs. 500 in the case of any one church.

V.—*Budget rules restricting the spending powers of Provincial Governments.*

19. The exercise by a Provincial Government of its financial powers is subject to the ordinary rules of the Budget system. The most important of these rules affecting the exercise of such powers are given below.

20. Provincial Governments are required, in ordinary circumstances and apart from famine requirements, to maintain balances of the following minimum amounts:—

	RS.	
Madras	20	lakhs.
Bombay	20	"
Bengal	20	"
United Provinces of Agra and Oudh	20	"
Punjab	10	"
Burma	12	"
Bihar and Orissa	12	"
Central Provinces and Berar	10	"
Assam	10	"

21. A Provincial Government may not budget for a deficit unless it satisfies the Government of India that the cause is exceptional and non-recurring, and also, if the deficit involves a reduction of the provincial balance below the prescribed minimum, the suitable arrangements will be made for the restoration of the minimum. Accountants-General are required to make a report to the local Government and to the Government of India when it appears to them that there is any likelihood of the balance being reduced below the minimum. When a Provincial Government proposes to budget for a considerable deficit, the proposal should be forwarded to the Government of India for separate consideration in advance of the estimates.

22. If a Provincial Government exhausts its own balances and receives permission to overdraw upon the general balances, it will be required to take the necessary amount as a short loan from the Government of India. The loan will bear interest at such rates, and will be repayable in such instalments as the Government of India may prescribe.

23. In passing the provincial budgets for any year, the Government of India will fix a limit for ordinary plus fresh recurring expenditure. All extraordinary receipts, whether recorded in the accounts as such under "XXV.—Miscellaneous" or as ordinary revenue under any other head, will, subject to the approval of the Government of India to the necessary provision being made in the budget, be applied to such non-recurring outlay on public works or other objects as the local Governments (assisted by the advice of their Legislative Councils where these exist) may determine. The Government of India will not ordinarily allow such receipts to be used for the purpose of affording relief towards meeting the ordinary civil works expenditure of a province in such a manner as indirectly to set free funds for recurring expenditure under any head. Moreover, when a Provincial Government has taken a loan under rule 22, the Government of India will not, save in very exceptional circumstances, allow extraordinary receipts to be used for non-recurring expenditure on public works or other objects until the whole of such loan is repaid. In a year in which there is no object of sufficient urgency and importance to justify the expenditure thereon of such extraordinary receipts, they should be added to the provincial balances as a reserve against future emergencies. In submitting the budget estimates the local Government should draw the attention of the Government of India to the existence of these special

items of revenue and to the manner in which it is proposed to dispose of them.

24. A Provincial Government cannot sanction any expenditure during a year which will involve an excess over the Budget grant for the year under any head of account, unless it can effect re-appropriation (i.e., reduce by the amount of the excess the sanctioned grant under some other Imperial or Provincial head of account under its control, as the case may be), subject to the provisions of rule 25.

NOTE.—In the case of Forest expenditure, a Provincial Government may sanction outlay for which no provision exists in the Budget and which it cannot meet by re-appropriation, provided that such expenditure is covered by additional revenue earned within the same financial year. All such cases should be reported to the Government of India in the Finance Department.

25. A Provincial Government may sanction re-appropriations—

(1) Between the grants for Provincial expenditure included in its estimates, whether under a wholly Provincial or a divided major or minor head provided that—

(*a*) The aggregate grant for Provincial expenditure is not exceeded.

(*b*) Any portion of the aggregate grant which has been specially sanctioned by the Government of India to meet non-recurring expenditure from Provincial balances or from extraordinary receipts (i.e., any excess of the aggregate grant over the limit for ordinary plus fresh recurring expenditure referred to in rule 23) cannot be diverted to meet recurring expenditure.

NOTE.—To enable audit officers to see that this rule is properly observed, Provincial Governments should show in their published estimates under each major head of account the amount of the grant specially sanctioned by the Government of India to meet non-recurring expenditure.

(2) Between the grants for Imperial expenditure included in its estimates under Divided major or minor heads, the head "23—Ecclesiastical," and the wholly Imperial major or minor heads included in the groups "Direct Demands on the Revenue," "Interests" and "Micellaneous Civil charges"; provided that the total of the Imperial grants for all these heads is not exceeded.

26. Any excess over the Budget grants for Imperial expenditure under any head not mentioned in clauses (2) of rule 25, as well as any excess which causes the limits mentioned in clauses (1) and (2) of that rule to be exceeded, requires the sanction of the Government of India. A Provincial Government cannot sanction any expenditure which may lead to such an excess unless it has obtained the sanction of the Government of India to a supplementary grant.

VI.—Powers of Provincial Governments to grant loans.

27. Advances and loans may be granted by Provincial Governments, for any of the purposes enumerated below out of allotments placed at their disposal by the Government of India :—

Class I.—Advances to cultivators under the Land Improvement Loans Act, the Agriculturists' Loans Act, or any other Acts ; loans under the Co-operative Credit Societies Act ; and loans under the Burma Fisheries Act.

Class II.—Advances under special laws not coming within class I such as the Bengal Drainage and Embankment Acts, and the Bundelkhand Encumbered Estates Act.

Class III.—Loans to native states ; and loans to landholders and notabilities apart from the provisions of any law.

Class IV.—Loans to municipalities (other than Presidency corporations), district or local boards and other Local Authorities, under the Local Authorities Loans Act or any other Act.

Class V.—Miscellaneous loans and advances which do not fall strictly under any of the above classes, and are not expressly provided for in the Civil Account Code or other authorized codes.

28. All loans and advances granted by the Provincial Governments under rule 27 are subject to the following limitations and restrictions :—

(1) The procedure described by the various Acts of the legislature, and by rules framed thereunder by competent authority, for making applications for loans should be observed, as well as any conditions laid down in such Acts and rules governing the grant of the loans.

(2) No loan can be granted, which is—

(a) Of an unusual nature.

(b) Devoted to objects outside the ordinary work of administration.

Note.—In any case where a cash grant would be within the powers of sanction of the Provincial Government, the grant of a loan of an amount not exceeding that of the cash grant, does not require the sanction of higher authority.

(3) No loan can be granted under class III in excess of Rs. 5 lakhs; nor can a series of separate loans under this class be granted at short intervals to the same recipient, so as to make the aggregate amount exceed Rs. 5 lakhs.

(4) Loans to private individuals under class III may only be made when they involve some purpose of a public or political character.

(5) No loan may be granted under class V without the sanction of the Government of India.

(6) No loan may be granted at a lower rate of interest than 4 per cent, except where otherwise provided in any rules framed by competent authority under an Act of the legislature.

(7) Borrowers should be required to adhere strictly to the terms settled for the loans made to them; and no modification of those terms in their favour should be made subsequently except for very special reasons.

Provincial Government may remit, without reference to the Government of India, the payment of interest on loans and may also remit and write off as Provincial expenditure any irrecoverable balances of the loans. They may also permit the postponement of an instalment in repayment of principal, subject to the condition that such postponement does not involve a longer period for the repayment of the loan than could have been fixed by the local Government when the loan was given.

(8) A penal rate of compound interest not less than 6 per cent a year should be enforced, at the discretion of the Provincial Government and so far as the law allows, upon all overdue instalments of interest or principal and interests.

(9) The amount of loans granted in any year should not be such as to cause the total amount sanctioned by the Government of India for net payments on account of loans and advances of all classes coming under the Provincial Loan Account, to be exceeded. Subject to this condition, a Provincial Government may transfer funds sanctioned for one class to meet demands falling under another class, and may utilise any excess repayments during the currency of the year in making fresh loans and advances; but no re-appropriations to class III for loans to private individuals are permissible from undisbursed portions of allotment provided for the other classes.

(10) The rules of procedure and accounting in Articles 123 to 130-A of the Civil Account Code should be observed.

29 Provincial Governments may sanction housebuilding and other miscellaneous advances, subject to the rules in the Civil Account Code and other authorised codes.

VII.—General instructions as to audit.

30. In applying these rules, audit officers may assume that all the provisions of the Civil Service Regulations, the Civil Account Code, the Public Works Department Code, the Forest Code, and any other authorised code, have received the sanction of the Secretary of State in Council in all cases in which that sanction is necessary.

For the admission of any charges which do not, under the conditions stated in these rules, require the sanction of the Government of India or of the Secretary of State in Council, the authority of the Provincial Government is sufficient. But the head of an audit office is at liberty, in his discretion and when the matter is of importance, to draw the attention of the Comptroller-General to special cases not referred to in these rules in order that the Comptroller-General may consider whether the case should be brought to the notice of the Government of India.

31. In all cases in which there is reason to doubt whether the expenditure is within its competence to sanction, a Provincial Government should, before sanctioning the expenditure, invariably obtain a report from its audit officer showing whether the expenditure is within its powers of sanction.

Any objection raised by the audit officer under these rules to any order issued by a Provincial Government should be submitted for the orders of the Government of India, together with a copy of the audit officer's objection statement: provided that a Provincial Government can in certain circumstances remit disallowances by audit officers under the rules in Article 279-A of the Civil Account Code. In submitting to the Government of India any proposal which involves expenditure beyond the powers of sanction of a Provincial Government, the latter should obtain and forward with it a report from the audit officer indicating whether the expenditure is within the powers of sanction of the Government of India or requires a reference to the Secretary of State.

A.—SCHEDULE OF PROVINCIAL REVENUE.

Major heads.	Minor or detailed heads.	Provincial share.
I. Land Revenue ...	"Collections from Government Estates" (Assam, Bengal and Bihar and Orissa). Recoveries from zamindars and raiyats for the maintenance of boundary marks erected in the course of a survey and record of rights (Bengal and Bihar and Orissa). "Collections from Terai, Bhabar and Dudhi Government Estates," "Land Revenue from resumed Goraits' Jagirs in Basti," "Miscellaneous rents of water mills and stone quarries", "Partition fees" (United Provinces). "Assessment of alienated lands less quit rents" (Bombay).	The whole.

Major heads.	Minor and detailed heads.	Provincial share.
I. Land Revenue—*cont.*	All other heads except recoveries from zamindars and raiyats on account of special survey and settlement operations in Bengal and Bihar and Orissa.	Five-eighths in Burma, three-eighths in the United Provinces and one-half elsewhere.
IV. Stamps ...	All	One-half.
V. Excise	All	One-half in Burma, Punjab and Madras, three-fourths in the Central Provinces, Bihar and Orissa, and the United Provinces; and the whole elesewhere.
VI. Provincial Rates.	All	The whole.
VIII. Assessed Taxes.	All except "tax on surplus profits of Railway Companies" (Bombay).	One-half.
IX. Forest	All	The whole.
X. Registration ...	All	The whole.
XII. Interest ...	1. Interest on Provincial loans and advances. 2. Interest on Government securities.	The whole.
	3. Miscellaneous	Items classified as Provincial in Burma in 1906–07 and in the United Provinces in 1907–08; and the whole in the Central Provinces, Assam, Bengal and Bihar and Orissa.
XVI-A. Courts of Law.	All	The whole.
XVI-B. Jails ...	All	The whole.
XVII. Police ...	All	The whole.
XVIII. Ports and Pilotage.	All	The whole.
XIX. Education ...	All	The whole.
XX. Medical ...	All	The whole.
XXI-A. Agriculture.	All	The whole.
XXI-B. Scientific and all Miscellaneous Departments.	All	The whole.
XXII. Superannuation receipts.	1. Contribution for pensions and gratuities. 2. Miscellaneous ... ... 3. Deduction for Pilotage Pension Fund (Bengal). 4. Family subscriptions of Indian members of the Covenanted Civil Service.	The whole.
XXIII. Stationery and Printing.	All, except value of supplies from Central Stores to Railways, Local Funds, Municipalities and other independent bodies.	The whole.
XXV. Miscellaneous.	Extraordinary items	Items not exceeding Rs. 10,000.
	All other Minor Heads, except— 1. Gain by exchange ... 2. Premia on bills ... 3. Unclaimed bills of exchange. 4. Recovery of insurance and other charges on Europe stores.	The whole.

Major heads.	Minor and detailed heads.	Provincial share
XXV. Miscellaneous—*cont.*	5. Receipts on account of lapsed Wasika pensions payable in lieu of interest on the Oudh Loans (United Provinces). 6. Value of old currency notes assumed to be no longer in circulation. 7. Receipts for the purchase, sale, etc., of Government securities by Accountant-General Bombay (Bombay).	The whole.
XXVI and 38. State Railways—Gross Receipts and Working Expenses.	Jorhat Railway (Assam) ...	The whole.
XXIX. Major Irrigation Works.	All (Punjab, Madras, Bombay).	One-half.
	Direct receipts (Bengal, Bihar and Orissa and the United Provinces) except the receipts from Protective Irrigation Works (United Provinces).	One-half in Bengal, and Bihar and Orissa; and the whole in the United Provinces.
XXX. Minor Irrigation Works and Navigation.	Works classified as Provincial in 1904-05 (Punjab); elsewhere, all.	One-half in Bengal, Bihar and Orissa and Bombay; elsewhere the whole.
XXXI. Civil Works...	All	The whole, except receipts on account of buildings for the use of Imperial departments.

B.—SCHEDULE OF PROVINCIAL EXPENDITURE.

1. Refunds	The heads of which the corresponding receipts are wholly or partly Provincial	The same share as in the corresponding heads of receipt.
2. Assignments, etc.	Purchase of life pensions (Punjab). Miscellaneous compensations (Bombay).	The whole.
	All other minor heads except miscellaneous compensations elsewhere than in Bombay.	The same share as in the corresponding heads of receipt.
3. Land Revenue ...	All, except special expenditure on large survey and record of right operations in Bengal and in Bihar and Orissa.	The whole.
6. Stamps	All	One-half.
7. Excise	All	One-half in Burma, Punjab and Madras; three-fourths in the Central Provinces, Bihar and Orissa and United Provinces; and elsewhere the whole.
8. Provincial Rates.	All	The whole.
10. Assessed Taxes ...	All	One-half.
11. Forests	All	The whole.
12. Registration ...	All	The whole.
13. Interest	Interest on Provincial Advance and Loan Account.	The whole.

Major heads.	Minor or detailed heads.	Provincial share.
18. General Administration.	Civil Offices of Account and Audit.	Examiner or Inspector of Local Fund Accounts and his establishment and the Outside Audit Establishment in Madras.
	All other minor heads except "Currency Department", "Reserve Treasury" and "Allowances to Presidency Banks."	The whole.
19-A. Courts of Law.	All	The whole.
19-B. Jails	All	The whole.
20. Police	All	The whole.
21. Ports and Pilotage.	All	The whole.
22. Education ..	All	The whole.
24. Medical	All	The whole.
25. Political	All in the Central Provinces, Burma and Assam.	The whole.
	In all other provinces except the Punjab, all except the following :— (1) Refugees and State Prisoners. (2) Political Agent with the ex-Amir of Afghanistan (United Provinces). (3) Miscellaneous (Madras). (4) Charges for Aden and Persian Gulf (Bombay). (5) Special political expenditure (Bengal and Bihar and Orissa).	The whole.
26-A. Agriculture ...	All	The whole, except the charges of the Camel Specialist and his establishment in the Punjab.
26-B. Scientific and Miscellaneous Departments.	All minor heads, except— (1) Census ... ... (2) Ethnographic Survey. (3) Archæological Department in Burma.	The whole.
29. Superannuation Allowances, etc.	All, except (1) pensions of the Civil and Military Funds, (2) pensions of the Military Orphans Fund, and (3) pensions of the Medical Retiring Fund (Madras).	The whole.
30. Stationery and Printing.	All, except "Stationery purchased for Central Stores" in Madras and Bombay and stationery supplied from Central Stores to officers of Imperial Departments in Central Provinces, Burma, Assam, Bengal, Bihar and Orissa, and the Punjab.	The whole.

Major heads.	Minor or detailed heads.	Provincial share.
32. Miscellaneous ...	Extraordinary items	Items not exceeding Rupees 10,000.
	All other minor heads, except— (1) Charges for remittance of treasure. (2) Discount on bills . (3) Loss by exchange ... (4) Refunds of value of old currency notes credited to Government.	The whole.
33. Famine Relief ...	......	See note below.
36. Reduction or avoidance of debt.	All	See note below.
40. Subsidised Companies.	Land	The whole, except in cases in which the outlay is specially incurred from Imperial funds. But Provincial expenditure under these heads is permitted only under special orders of the Government of India in regard to each railway.
41. Miscellaneous Railway expenditure.	Surveys	
44. Construction of Railways.	All	
42. Major Irrigation Works.	......	In the United Provinces all charges on account of Major Works of which the revenue is Provincial, including interest on capital outlay from Imperial funds on all Minor and Navigation Works of which Capital and Revenue Accounts are kept. One-half in Bengal, Bihar and Orissa, the Punjab, Madras and Bombay, with the exception of Interest on Debt classified as Imperial in 1911-12 in the first two provinces.
43. Minor Irrigation Works and Navigation.	Punjab: Works classified as Provincial in 1904-05.	The whole.
	All other provinces	The whole in the Central Provinces, Burma, Assam, United Provinces, and Madras; and one-half in Bengal, Bihar and Orissa and Bombay.
45. Civil Works ...	All	The whole, except expenditure on buildings for the use of Imperial departments and, in the United Provinces, on Forest buildings at Dehra Dun. In Madras, expenditure chargeable to this head on account of joint Salt, Customs and Excise buildings is Provincial.

Note.—The incidence of expenditure under the heads "33. Famine Relief" and "36. Reduction and Avoidance of debt" will be governed by the orders incorporated in rule 3.

(B) GENERAL RULES AND INSTRUCTIONS GOVERNING THE GRANT BY LOCAL GOVERNMENT OF.

G.I.,F.D., No. 358-E.A., 31-8-1912, commd. in G.O. No. 600, Finl., 27-9-1912.

(1) Compensatory Local Allowance.
(2) Exchange compensation Allowance.
(3) Travelling Allowance.
(4) House-rent Allowance.
(5) Allowances of Civil Surgeons for charge of Railway employees.
(6) Office Allowances
(7) Hill Allowances.
(8) Personal Allowances.

Resolution of the Government of India, Finance Department, No. 358-E.A., dated Simla, the 31st August 1912.

In rule I of the rules issued with Finance department Resolution No. 249-E.A., dated the 15th July 1912, Local Governments having *quasi*-permanent Provincial Settlements have been given full powers to sanction, subject to the conditions mentioned therein and to such general rules as are in force or may from time to time be laid down by the Government of India, the grant of certain allowances which are not included in the term "remuneration" as defined in that resolution. Owing to the limitation imposed by rules II (1) and III of the resolution under reference, whereby no allowance of any kind can be granted to a gazetted civil officer recruited in England, an officer of an Imperial Service as defined in Article 29-B of the Civil Service Regulations or an officer in whose case the cost of the allowance will fall wholly on Imperial revenues, the class of officers to whom the Local Government is empowered to grant these allowances is necessarily restricted. A further restriction is imposed by rule II, paragraph 4 of which provides that no allowance of any kind can be granted if it forms part of a scheme involving additional expenditure in excess of Rs. 50,000 a year, and the proviso to which lays down a special procedure for the grant of local allowances as compensation for dearness of living or increase of rents in any locality in which there is employed a considerable number of officers paid from Imperial revenues.

As regards the grant of allowances not included in the term "remuneration" to officers to whom these restrictions are not applicable, the limitations and conditions to which the grant is subject have in some cases already been defined in existing codes or orders, while in other cases no instructions have so far been issued. It seems, therefore, convenient to summarize in this resolution the general rules and instructions on the subject which already exist or which the Government of India are now pleased to lay down.

I. Compensatory local allowances.—No general rules have hitherto been laid down to regulate the grant of these allowances, and the Government of India recognize that, owing to the varying conditions which prevail in different provinces and in different localities in the same province, it is not possible to lay down any general rules on the subject. Before sanctioning the grant of such an allowance in any case, a Local Government must, however, be careful to assure itself that its orders are not likely to contravene any general or special orders of a higher authority. Thus, in particular, no local allowance outside the provisions of the respective house allowance schemes may be granted at Calcutta, Bombay or Rangoon as a measure of relief against the expensiveness of these localities.

II. Exchange compensation allowance.—No exchange compensation allowance can be granted in any case in which it is not now admissible. The grant of the allowance in cases in which it is now admissible will continue to be governed by the general rules contained in Chapter 3 and Appendix BB and BB-1 of the Civil Account Code, Volume I.

III. Travelling allowances.—The powers of a Local Government to grant travelling allowances are, except as permitted in rules III (8) 2 and 3 of the Annexure to the Government of India Resolution No. 361-E.A., dated 24th July 1916, limited by the rules in Part XI of the Civil Service Regulations, save that—

G.I., F.D., No. 146-G.B., 16-2-1917 and G.O. No. 120, Finl., 28-2-1917.

(1) It can sanction conveyance allowances subject to the conditions mentioned in paragraphs 3 to 7 of the Finance and Commerce Department Resolution No. 1705, dated the 30th March 1888; but the amounts of the conveyance allowances that may be sanctioned are not restricted to the amounts specified in the scale laid down in paragraph 6 of that Resolution. In the case of officers keeping their own motor vehicles a conveyance allowance should be given only if their ordinary duties entail a considerable amount of travelling within five miles of headquarters. It should moreover be based on the scale of conveyance contemplated in paragraph 5 of Resolution of the 30th March 1888 which the officer whould have to maintain for the efficient performance of his ordinary duties if he had not kept the motor vehicle, and should not in any case be more than would be allowed in the case of the necessary upkeep of two horses or a horse and carriage. The grant of conveyance allowances to officers using Government motor vehicles will require the sanction of the Government of India.

(2) It can sanction permanent travelling allowances subject to the following conditions:—

(*a*) Such allowance should be given only to officers who spend an appreciable part of the year on tour.

(*b*) The amount of the allowance sanctioned for an officer should not exceed the average amount which would be drawn under the ordinary travelling allowance rules by an officer of the same class.

(*c*) Controlling officers should be instructed to take sufficient steps to prevent the permanent travelling allowance being turned into a source of profit, and to make suitable reductions in the allowance of an officer who does not put in the amount of travelling which he is expected to perform.

(*d*) No permanent travelling allowance should be given without the orders of the Government of India to any officer who stands in the position of the head of a department, or in respect of whom there is no controlling officer who can exercise the check prescribed in the preceding clause.

IV. House-rent allowance and grant of rent-free quarters.—The powers of a Local Government to sanction the entire or partial remission of rents leviable from officers occupying quarters provided for them by (or at the expense of) Government will continue to be subject to the rules in the Public Works Department Code (e.g., paragraph 916 and rules IV to VI of paragraph 919, Volume I); and the power to grant house-rent allowances will be subject to similar limitations, the amount of the allowance being dependent on the pay and status of the officer and not ordinarily exceeding 10 per cent of his salary inclusive of any local allowances: Provided that—

(*a*) any proposal to grant a concession of either kind in connexion with a large house-building scheme which requires the sanction of the Government of India under the last sentence of clause 1 of paragraph 917 of the Public Works Department Code, Volume I, should be submitted simultaneously for the orders of that authority;

(*b*) any grant of house-rent allowances or of rent-free quarters at Calcutta, Bombay or Rangoon, outside the provisions of the house-allowance schemes for these cities, will require the sanction of the Government of India.

NOTE.—The Local Governments of Bombay, Bengal and Burma are empowered to sanction the admission of appointments paid wholly or partly from Provincial revenues to the benefit of the Bombay, Calcutta and Rangoon house-allowance schemes, respectively, subject to the correct application of the rules being certified by the responsible audit officer.

V. Allowances of Civil Surgeons for charge of railway employees.—The restriction referred to in clause (1) of paragraph 1 of this resolution will practically prevent Local Governments from sanctioning such allowances except in the rare cases where they are paid to Military and Civil Assistant Surgeons, or other subordinates holding Civil Surgeoncies, and are charged wholly to Provincial revenues or Local funds administered by Government. In these cases the allowance should be determined in accordance with the following scale, and should be granted in consultation with the Railway authorities :—

	RS.
Up to 25 employees	*Nil.*
25 and up to 99 employees	25
100 " 399 "	50
400 " 799 "	75
800 " 1,599 "	100
1,600 " 2,999 "	125
3,000 " 5,999 "	150
6,000 " 8,999 "	175
Above 9,000 employees	200

NOTE.—(1) In the above calculations each European and Eurasian employee counts as three Indians, i.e., a station having 25 European and Eurasian employees and 100 Indians should be reckoned as having 75 + 100 = 175 employees. Indian employees drawing less than Rs. 15 a month should be omitted from the calculation.

(2) The above scale applies to the allowances for the charge of State Railway employees. In the case of employees on assisted railways and State railways leased to and worked by companies, an addition of 20 per cent may be made to the allowances which would be admissible under the above scale.

(3) In cases in which the addition of administrative duties to the medical charge justifies it, an additional allowance not exceeding Rs. 50 a month may be allowed in each case.

(4) Where a Medical Officer is in medical charge of the staff of two or more railways at any one station, the allowance to be assigned to him should be a consolidated allowance calculated with reference to the whole number of employees of all lines, and not be made up of two or more allowances calculated with reference to the number of employees of each line separately. The allowances in each such case should be divided between each line *pro rata*.

VI. Office allowances.—No general rules regarding such allowances have been laid down by the Government of India nor is it proposed to prescribe any such rules. Local Governments should, however, be careful to regulate the allowances in such a manner that they are not turned into a source of profit.

VII. Hill allowances.—The powers of Local Governments as regards hill allowances will continue to be subject to the special rules which have been laid down, with the approval of the Secretary of State or of the Government of India, to regulate the grant of these allowances, and which have been embodied in the hill allowance codes of the several provinces concerned. Any general revision or important modification of these rules should be referred to the Government of India for approval; but special concessions in individual cases may be sanctioned by the Local Government.

2. The foregoing paragraph deals with allowances which are excluded from the term "remuneration" as defined in rule 1 of the rules issued with the Finance department Resolution No. 249-E.A., dated the 15th July 1912, but the Government of India consider that it will be convenient to deal here also with the subject of the grant of personal allowances which under the rules referred to form part of the emoluments included in that term. Provincial Governments will, under the enhanced powers vested in them, exercise a much wider discretion than hitherto in respect of the grant of these allowances in the case of officers other than those belonging to an Imperial service, or to the class of gazetted Civil officers recruited in England, and as it is desirable that there should be no material divergence between the practice of Provincial Governments and that of the Government of India in the matter of granting these allowances, it is necessary that the principles which have guided the Government of India in dealing with proposals for the grant of these allowances should be indicated for observance by Provincial Governments in cases failing within the limits of their financial competence. The following rules embodying those principles are accordingly laid down for the information and guidance of Provincial Governments in the case of the grant of personal allowances of the various kinds. Personal allowances are classified as follows:—

I. Restitutional personal allowances, which are given for protection against loss through a change in the salary of an appointment or through transfer from one appointment to another. A personal allowance of this class is contemplated at the end of rule 1 under article 38 and by clause (*b*) of article 157-A, Civil Service Regulations, and the definition sufficiently describes the allowance. An allowance of this nature adjusts itself automatically and no rules of guidance in respect of it are necessary.

II. Compensatory personal allowances, which are given to those who merit promotion but whose advancement has been retarded through no fault of their own, or who have nothing further to look for ward to. This class of personal allowance is by far the most numerous, and to secure uniformity of practice, the following rules are laid down to regulate the grant of the allowance:—

(1) No application for the grant of a compensatory personal allowance should be entertained unless—

(*a*) the officer's service has been consistently satisfactory and has been of a character superior to what is ordinarily expected of the incumbent of the appointment;

(*b*) the officer is fit for promotion but there is no possibility of giving him any advancement in the near future;

(*c*) the officer has been at least five years on the same pay or if his pay is progressive, on the maximum pay of his appointment.

(2) The mere fulfilment of the above conditions should not be regarded as securing a personal allowance to an officer as a matter of course; the imposition of these tests is made to enable the summary rejection of a number of claims of an obviously weak character which are constantly made. If a claim satisfies these tests, the sanctioning authority should scrutinize its merits and, if satisfied in this respect, may sanction an allowance subject to the following restrictions:—

(i) A personal allowance should not, except for very special reasons, exceed 20 per cent of the officer's pay.

(ii) A personal allowance at a progressive rate is preferable to a fixed allowance in the case of an officer who has still several years to serve before retirement. The maximum of such a personal allowance should not, except for very special reasons, exceed 25 per cent of the officer's pay.

III. Remunerative personal allowances, which are given to officers—

(1) for the discharge of additional duties which devolve on them for any length of time; or

(2) for the exercise of exceptional qualifications which are specially valuable in the discharge of their duties, and are not ordinarily expected of incumbents of the appointments.

In these cases the following conditions should be applied:—

(i) A personal allowance should not ordinarily exceed 20 per cent of the officer's salary.

(ii) A personal allowance should be surrendered when the additional duties are withdrawn or the special qualifications are no longer required in the particular appointment, or when the officer is transferred from this appointment to another.

IV. Concessional personal allowances, which are given in special cases for particularly meritorious services. Such allowances should be given only on very rare occasions and on exceptional grounds, and the amount of the allowance should be determined with reference to the circumstances of each case.

NOTE.—(1) The instructions in paragraph 2 of the Government of India Resolution No. 358-E.A., dated 31st August 1912, noted above are intended to apply to personal allowance and not to remunerative local allowances attached to particular appointments or to the grant of increments of progressive pay in advance of the due date. It is also open to the Local Government to grant, in special cases, house-rent or personal allowances in excess of the ordinary rates prescribed in the resolution, provided that such grant is otherwise within their powers of sanction and does not contravene any general or special orders of a higher authority. G.O. No. 787, Finl., 29-10-1914.

(2) Though the cautionary remarks in Article 153 (*a*), Civil Service Regulations, as to granting increments of progressive pay in advance of normal date should always be duly borne in mind, they are not intended to fetter the discretion of a Local Government when it considers that special circumstances justify the abnormal advance of increments.

Page 322, *Appendix C.*—

MADRAS.

4a	First Assistant, Board of Revenue (Separate Revenue).	50	G.O. No. 2399, Revenue, dated 8th August 1913.	The allowance is granted for the special duty performed.
4b	Second Assistant Board of Revenue (Separate Revenue).	50	G.O. No. 2237, Revenue, dated 4th May 1914.	

[XVII, 9-4-20]

APPENDIX C.

G.O. No. 255, Finl., 8-5-1916.

LIST OF LOCAL ALLOWANCES DRAWN BY GAZETTED OFFICERS WHICH HAVE BEEN TREATED AS "REMUNERATE" OR "DUTY ALLOWANCE."

(Vide G.I. No 394-E.B., Financial Department, dated 29th March 1915.)

LIST of local allowances which have been treated as remunerative.

Gazetted Officers.

Serial number.	Appointment in respect of which local allowance is granted.	Amount of local and other allowances.	Authority under which local allowance is granted.	Purpose for which local allowance is granted.
		RS.		
1	* Settlement allowances granted to Indian Civil Service officers.	150 and 100	Paragraphs 65 and 67 of Manual of Appointments and Allowances.	.....
2	* Deputy Collectors on Settlement duty.	100	Paragraph 1 of Secretary of State's despatch No. 77-Ex., dated 12th January 1903, in G.O. No. 100, Revenue, dated 3rd February 1903.	For Settlement work.
3	Director of Land Records.	250	Secretary of State's despatch recorded in G.O. No. 427, Public, dated 28th May 1910, and paragraph 25 (iii) of the Manual of Appointments and Allowances.	On account of extra work and responsibility.
4	Civilian Deputy Commissioner of Salt, Abkāri, etc., department.	200	Secretary of State's despatch recorded in G O. No. 427, Public, dated 28th May 1910, paragraph 22 (iii) of Manual of Appointments and Allowances.	In consideration of the special nature of the work of the Deputy Commissioner.
5	Two Inspectors in charge of distillery circles.	50 each.	G.I. Resolution No 2332-Ex., Finance and Commerce Department, dated 22nd May 1899, in G.O. No. 359, Revenue, dated 6th June 1899.	Owing to increased work and responsibility.
6	Five Customs Inspectors.	Do.	G.O. No. 1, Revenue, dated 3rd January 1910.	Owing to the extensive charges which the Customs Inspectors have and to the responsible nature of the work imposed on them.
7	Excise Inspector for Railways.	50	G.O. No. 3051 (Confdl.), Revenue, dated 12th December 1907 and G O. No. 916, Finl., dated 22nd June 1917.	Owing to responsible nature of work.
8	Head Appraiser (Customs department).	30	G.I., Finance and Commerce Department, letter No. 2180-Ex., dated 18th May 1896, in G O. No. 2091, Revenue, dated 1st June 1896.	For doing duty as Inspector of Cotton Mills.

* These are recognized as special and are allowed to count in the calculation of leave allowances.

List of local allowances which have been treated as remunerative—*cont.*

Gazetted Officers—cont.

Serial number.	Appointment in respect of which local allowance is granted.	Amount of local and other allowances.	Authority under which local allowance is granted.	Purpose for which local allowance is granted.
		Rs.		
9	Extra Assistant Conservator of Forests in charge of Major Division.	50	Paragraph 2 (*d*) of G.I, Revenue and Agricultural Department's resolution No. 17 F-77-33, dated 23rd June 1911, in G.O. No. 2384, Revenue, dated 4th August 1911.	For the increased responsibilities while in charge of Major Division.
10	Extra Assistant Conservator of Forests doing duty as Forest Assistant, Board of Revenue.	50	G.O No. 710, Revenue, dated 24th November 1898.	The allowance is granted for special duty performed.
11	Special Forest officer, Parlākimedi.	100	G.O. No. 609, Revenue, dated 8th March 1915.	In view of extra work and responsibility involved in attending to the settlement* of mamuls and rents in the Parlākimedi Maliahs in addition to his own duties.
12	Principal, Forest College, Coimbatore.	150	G.O. No. 271, Finl., dated 1st May 1917.	
	Imperial Instructor, Forest College, Coimbatore.	100		
	Provincial Instructor (Extra Deputy Conservator), Forest College, Coimbatore.	75		
	Provincial Instructor (Extra Assistant Conservator), Forest College, Coimbatore.	50		
13	Personal Assistant to the Inspector-General of Registration.	50	G.O. No. 1519, Judicial, dated 22nd September 1899	Their work involves special responsibility and requires picked men.
14	District Registrar, Madras-Chingleput.	50	G.I. No. 3891-Ex., F.D, dated 22nd August 1899.	
15	Secretary to Government, Judicial department.	250	Secretary of State's telegram, dated 27th April 1914, communicated in G.I. No. 247-E A., Finance Department, dated 30th April 1914; paragraph 8 (iii) of Manual of Appointments and Allowances, correction slip No. XLIV, dated 7th August 1914.	For responsible work.
16	Secretary to Government, Local and Municipal department.	250	Do.	For responsible work.
17	French Translator to Government.	40	Paragraph 14 (iv) of the Manual of Appointments and Allowances	For additional work involved.
18	† Persian and Hindustani Translator to Government and Military Examiner in Hindustani.	500	G.I., Finance and Commerce Department, No. 116-Ex., dated 8th January 1904, and G.O. No. 15, Legislative, dated 5th January 1910.	On account of extra work involved.

* This work was entrusted to Mr. G. H. Welchman.
† When drawn by a person in Government employ.

List of local allowances which have been treated as remunerative—*cont.*

Gazetted Officers—cont.

Serial number.	Appointment in respect of which local allowance is granted.	Amount of local and other allowances.	Authority under which local allowance is granted.	Purpose for which local allowance is granted.
		RS.		
19	Provincial Under Secretary to Government.	200	G.I. No. 3806-Ex., F.D., dated 21st July 1910.	The appointment is to be held by picked men. It is included in the cadre of Deputy Collectors.
20	Assistant Secretary to the Commissioners of the Board of Revenue, Land Revenue.	200	G.I. No. 1098, Finance and Commerce Department, dated 9th March 1896 (in G.O. No. 1379, Revenue, dated 6th April 1896).	This appointment is included in the cadre of Deputy Collectors. The allowance is granted for special duty performed.
21	Military Assistant Surgeon in subordinate Medical charge of Government House Dispensary.	50	G.O. No. 922, Public, dated 16th November 1904.	For the performance of sanitary duties in connexion with the plague precautionary measures at the Government House.
22	Second, Third and Fourth Presidency Magistrates.	100 each.	G.I. No. 4458-F.D., dated 26th August 1910, G.O. No. 1334, Judicial, dated 2nd September 1910, and G.I. No. 3751-F.D., dated 21st June 1911.	The appointments are to be held by picked men. They are included in the cadre of Deputy Collectors.
23	Deputy Collector in charge of Kollegal Division.	100	G.O. No. 286, Revenue, dated 10th April 1891, and G.I. No. 4805-F.D., dated 1st December 1891.	For performing judicial duties as District Munsif.
24	Deputy Registrar, High Court, Original Side.	100	G.I. No. 1885-Ex., dated 6th March 1906 (in G.O. No. 897, Judicial, dated 28th May 1906).	For doing the duties of the Chief Clerk of the Insolvency Court.
25	Assistant Registrar, High Court, Original Side.	100	Do.	For doing the duties of the Clerk of the Crown.
26	Deputy Tahsildar, Anjengo.	30	G.O. No. 801, Judicial, dated 8th August 1901.	For additional duties as District Munsif of the place.
27	Deputy Tahsildar, Tangasseri.	30	G.O. No. 1089, Judicial, dated 8th August 1901.	Do.
28	* Secretary, Rule Committee.	100	G.I. No. 2406, F.D., dated 13th May 1909, and also Government of India (Home Department) letter No. 673, dated 10th May 1909, on page 5 of G.O. No. 659, Judicial, dated 19th May 1909.	For additional duties performed.

* This allowance is now drawn by Dr. S. Swaminathan. This allowance is to be allowed to any officer appointed to the post of Secretary, Rule Committee, whose total emoluments do not exceed Rs. 750 a month.

List of local allowances which have been treated as remunerative—*cont.*

Gazetted Officers—cont.

Serial number.	Appointment in respect of which local allowance is granted.	Amount of local and other allowances.	Authority under which local allowance is granted.	Purpose for which local allowance is granted.
		RS.		
29	Superintendents, Central Jails.	100	Paragraph 178 of the Manual of Appointments and Allowances and G.O. No. 784, Judicial, dated 1st June 1908.	The allowance is paid to an officer in medical charge of the Jail, when the Superintendent, Central Jail, is a non-medical officer.
30	Superintendents, District Jails.	First-class District Jail, Rs. 150. Second-class District Jail, Rs. 100. Third-class District Jail, Rs. 75. Fourth-class District Jail, Rs. 50.	Paragraph 187 of the Manual of Appointments and Allowances and G.O. No. 784, Judicial, dated 1st June 1908.	The allowances are granted to District Medical and Sanitary Officers of the respective stations when in charge of the District Jails concerned.
31	Superintendent, Sub-Jail, Russellkonda.	25	Paragraph 189 of the Manual of Appointments and Allowances and G.O. No. 70, Judicial, dated 11th January 1910.	For duties as Superintendent and Medical officer.
32	Military Assistant Surgeon in charge of the Police Hospital, Koraput.	25	Paragraph 386 (*h*) of the Manual of Appointments and Allowances.	For attending to extra duties connected with sub-jail at Koraput.
33	Assistant Inspector-General of Police.	200	G.O. No. 1436, Judicial, dated 27th August 1906.	On account of the greater responsibility involved in the work.
34	Deputy Commissioners of Police.	100	G.O. No. 1723, Home (Judicial), dated 18th August 1917.	
35	Assistant Commissioner of Police.	50	G.I. No. 53, Ex., dated 4th January 1917 and G.O. No. 3078, Home (Judicial), dated 21st December 1916.	For immediate charge of the intelligence department the local allowance drawn by other members of which has been declared remunerative and the highly confidential nature of his responsible work.
36	Superintendent of Police, Bangalore.	100	G.O. No. 1036, Judicial, dated 19th June 1906, and paragraph 201 of the Manual of Appointments and Allowances.	For additional work, viz., supervision of the Railway Police in the Mysore State.
37	Principal, Police Training School, Vellore.	100	Paragraph 202 of the Manual of Appointments and Allowances.	For securing the services of a thoroughly competent officer.
38	Personal Assistant to Deputy Inspector-General of Police, Criminal Investigation Department.	100	G.O. No. 1036, Judicial, dated 19th June 1906, and paragraph 202 of the Manual of Appointments and Allowances.	Owing to the highly confidential nature of the duties which the Personal Assistant has to do.

List of local allowances which have been treated as remunerative—*cont.*

Gazetted officers—cont.

Serial number.	Appointment in respect of which local allowance is granted.	Amount of local and other allowances.	Authority under which local allowance is granted.	Purpose for which local allowance is granted.
		RS.		
39	Deputy Superintendents of Police (Criminal Investigation Department).	75	G.O. No. 578, Judicial, dated 15th March 1915.	Service in the Criminal Investigation Department requiries special aptitude and high character. The special character of the work requires picked men.
40	District Medical and Sanitary Officer, Chingleput.	100	Paragraph 363 of the Manual of Appointments and Allowances.	For duties of the Superintendent of the Reformatory School.
41	Secretary to the Students' Advisory Committee.	Up to 200 (the amount drawn at present is Rs.100 per mensem).	G.Os. Nos. 181, Educational, dated 2nd April 1910, 760, Educational, dated 21st December 1910, and 271, Educational, dated 9th March 1914.	For additional work.
42	Marriage Registrar ...	50	Paragraph 318 of the Manual of Appointments and Allowances.	Do.
43	Civil Assistant Surgeons.	100	Paragraph 368 of the Manual of Appointments and Allowances.	When officiating as Assistant Director of the Pasteur Institute, Coonoor.
44	Do.	100 and 150.	Paragraph 373 of the Manual of Appointments and Allowances and G.O. No. 644, Public, dated 9th August 1907.	For holding appointments in the Bacteriological Department.
45	Do.	100 or 50	Paragraphs 397 and 398 of the Manual of Appointments and Allowances.	For holding the appointment of Assistant Chemical Examiner to Government.
46	Civil Assistant Surgeons as Assistants to District Medical and Sanitary officers.	50	Paragraph 383 of the Manual of Appointments and Allowances.	This is in lieu of any allowance to which they may be entitled under article 142 (*b*), Civil Service Regulations, for temporary charge of the District station.
47	Resident Medical officer in the municipal hospital at Madura.	75 (charge allowance).	Paragraph 158 of Civil Medical Code.	These officers are debarred from private practice.*
48	Civil Assistant Surgeons in subordinate charge of hospitals or lunatic asylums.	30	Paragraph 161 of the Civil Medical Code.	

* To entitle an officer to this allowance while on privilege leave a certificate to the effect that he was not engaged in private practice should be furnished.

List of local allowances which have been treated as remunerative—*cont.*

Gazetted officers—cont.

Serial number.	Appointment in respect of which local allowance is granted.	Amount of local and other allowances.	Authority under which local allowance is granted.	Purpose for which local allowance is granted.
		RS.		
49	Civil Assistant Surgeons deputed for famine or festival duty.	30	Paragraph 163 of the Civil Medical Code.	Charge allowance.
50	Civil and Military Assistant Surgeons deputed for plague duty.	*2 a day	G.I., Home Department letter No. 11 Sanitary—1154, dated 29th March 1897, in G.O. No. 797 M., dated 5th April 1897.	For the specially arduous nature of the work.
51	Military Assistant Surgeons in subordinate charge of a hospital or dispensary.	30	Paragraph 398, page 74, Army Regulations, India, Vol. I.	For extra work.
52	Military Assistant Surgeons in charge of the municipal hospital at Kodaikānal.	15	G.I., Foreign Department No. 2816—Est. A., dated 7th October 1911, in G.O. No. 1119, Public, dated 23rd October 1911.	For medical attendance on the Chitrali detenus residing at the place.
53	District Medical and Sanitary Officer, the Nilgiris.	15	Paragraph 364 of the Manual of Appointments and Allowances.	For professional attendance on a Chitrali prisoner.
54	Assistant Superintendent, Government Maternity Hospital.	100	Paragraph 357 of the Manual of Appointments and Allowances.	For lecturing to the female students of the Medical College in Midwifery.
55	Resident Medical Officer, General Hospital.	200	Note at the foot of page 104 of the Manual of Appointments and Allowances and G.O. No. 303, Public, dated 7th March 1912.	On account of increased duties and responsibilities.
56	Military Assistant Surgeon attached to the Government Ophthalmic Hospital.	100	Paragraph 386 (*n*) of the Manual of Appointments and Allowances and also G.O. No. 750, Public, dated 22nd August 1910	For special nature of work.
57	Deputy Sanitary Commissioners and officers of the Sanitary department.	200	Paragraph 351 of the Manual of Appointments and Allowances and G.O. No. 793, Public, dated 9th July 1914.	For lecturing on Hygiene in the Medical College.
58	Deputy Superintendent of the King Institute, Guindy.	100	Paragraph 386 (*l*) of Manual of Appointments and Allowances and also G.O. No. 581, Public dated 12th August 1905.	For special nature of work.

* The daily deputation allowances given to Assistant Surgeons employed on plague duty should be treated as "deputation (duty) allowance" or "duty allowance" according as they are on deputation for plague duty or carry on plague duty in addition to their own duties.

List of local allowances which have been treated as remunerative—*cont.*

Gazetted officers—cont.

Serial number.	Appointment in respect of which local allowance is granted.	Amount of local and other allowances.	Authority under which local allowance is granted.	Purpose for which local allowance is granted.
		RS.		
59	Sanitary Assistant to District Medical and Sanitary Officers and Health Officers in municipal towns.	* 75	Paragraph 157 of Civil Medical Code.	These officers are debarred from taking private practice except in very urgent cases when no other medical relief is immediately available †.
60	Under Secretary, Public Works Department.	100	G.O. No. 15 L., dated 15th January 1903.	For duties as Secretary to the Sanitary Board.
61	Minor Professorships in the Medical College.	200 or 100	Paragraphs 350 and 351 of the Manual of Appointment and Allowances.	For additional work.
62	District Medical and Sanitary Officers at Vizagapatam and Tanjore.	150 each	Paragraphs 361 and 362 of the Manual of Appointments and Allowances.	For charge of Medical school at those places.
63	The Surgeon, First District, Madras.	200	Note at the foot of page 103 of the Manual of Appointments and Allowances (fourth edition).	
64	Surgeon, Fourth District, Madras, and Superintendent, Royapettah Hospital, Madras.	‡ 200	Paragraph 362 (*a*) of Manual of Appointments and Allowances and G.O. No. 120, Public, dated 27th January 1914.	For giving lectures in Medicine and Surgery to Sub-Assistant Surgeons.
65	Civil Assistant Surgeons as Assistant Professors in the Medical College.	100	Paragraph 383 of the Manual of Appointments and Allowances.	These are teaching allowances.
66	Civil Asisstant Surgeons as First Instructors in Medical Schools.	100		
67	Teaching allowances to Instructors in the Royapuram Medical School, General Hospital, etc.	Different rates, viz., Rs. 30, 40, 50 and 100.	Paragraph 386 (*g*) of Manual of Appointments and Allowances and paragraphs 164-A and 166 of the Civil Medical Code.	For extra work.
68	District Medical and Sanitary Officers at Vizagapatam and Malabar.	50	Paragraph 360 of the Manual of Appointments and Allowances.	For charge of lunatic asylum at these places.

* The Health Officer at Ootacamund draws an allowance of Rs. 100 per mensem.

† To entitle an officer to this allowance while on privilege leave a certificate to the effect that he was not engaged in private practice should be furnished.

‡ For three months.

List of local allowances which have been treated as remunerative—*cont.*

Gazetted officers—cont.

Serial number.	Appointment in respect of which local allowance is granted.	Amount of local and other allowances.	Authority under which local allowance is granted.	Purpose for which local allowance is granted.
		RS.		
69	The Collector of Madras (as Protector of Emigrants).	200	Secretary of State's despatch No. 107, Financial, dated 7th April 1887, communicated with G.I. No. 2492-F.D., dated 11th May 1887, G.I. No. 2705-F.D., dated 29th June 1891. Paragraph 21 of the Manual of Appointments and Allowances.	On account of additional work involved.
70	Principal, Veterinary College.	100	Secretary of State's despatch No. 100, Revenue, dated 4th November 1910, forwarded with G.I. (Revenue and Agricultural Department) Endorsement No. 2730-100-4, dated 30th November 1910, in G.O. No. 4167, Revenue, dated 27th December 1910.	The local allowances is granted as the nature of the duties which require special qualifications justifies the grant of a higher scale of remuneration than that fixed for the ordinary staff.
71	Principal, Agricultural College, Coimtore.	100	G.I. Finance Department No. 215-Ex., F.D., dated 21st January 1908 and Secretary of State's despatch No. 107, Revenue, dated 5th July 1907, in G.O. No. 938, Revenue, dated 3rd April 1908.	This allowance was sanctioned in recognition of the higher status and greater responsibility as head of the college other than officers belonging to the Indian Agricultural service.
72	Registrar of Co-operative Societies.	150 for an Indian Civil Service officer and Rs. 96 for Statutory or Provincial Civil Service officer.	G.O. No. 837, Public, dated 13th September 1910.	On account of extra work and responsibility.
73	Deputy Collectors under the Registrar of Co-operative Societies in charge of groups of districts.	100	G.I. No. 3725, Financial, dated 23rd July 1909; G.O. No. 2423, Revenue, dated 2nd September 1909.	For increased responsibility.
74	Officers of the Bacteriological department.	150	Paragraph 366 of the Manual of Appointments and Allowances.	When deputed for special enquiries regarding specific diseases away from laboratories.

List of local allowances which have been treated as remunerative—*cont.*

Gazetted officers—cont.

Serial number.	Appointment in respect of which local allowance is granted.	Amount of local and other allowances.	Authority under which local allowance is granted.	Purpose for which local allowance is granted.
		RS.		
75	Secretary to the President, Board of Examiners.	150	G.I. No. 4745-Ex., F.D., dated 5th October 1895.	For additional work.
76	Surgeon, First District, Madras.	150	Note at the foot of page 103 of the Manual of Appointments and Allowances (fourth edition).	For duties of medical inspection of Emigrants.
*77	British Consul at Pondicherry.	350	Paragraph 413 of the Manual of Appointments and Allowances.	For additional work.
78	Superintendent, Government Museum.	35	G.I. No. 5798-Ex., F.D., dated 20th September 1911 (in G.O. No. 732, Educational, dated 16th October 1911).	For being in charge of the Marine Aquarium.
79	Secretary to the Commissioner for Government Examinations.	350	G.O. No. 276, Educational, dated 28th September 1872, and G.O. No. 36, Financial, dated 10th January 1887.	In view of the onerous and confidential nature of the duties pertaining to the appointment.
80	Chief Engineers, first and second classes.	250	Clause (c) of G.I. Resolution No. 1101-E., dated 25th August 1905, printed in G.O. No. 1713 W., dated 11th September 1905, and paragraph 10 of Public Works Department Code, Volume I.	For additional work as Secretaries to Government.
81	Executive Engineers doing duty as Under Secretaries, Public Works Department.	100	G.O. No. 2266 W., dated 12th September 1895, and No. 2029 W., dated 2nd August 1899.	For the ardous nature of the work of Under Secretaries.
82	Meteorologist ...	300	G.I. Revenue and Agricultural Department No. 1412-34-5, dated 24th June 1905 in G.O. No. 928, Revenue, dated 4th July 1905.	For additional work involved.
83	Port Officer, Mangalore.	45	G.O. No. 3270, Revenue, dated 13th November 1914.	For extra work connected with the Coir Depot at the place.

* When drawn by a person in Government employ.

* LIST of local allowances which have been treated as remunerative.

Non-Gazetted officers.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
		TEMPORARY ESTABLISHMENT FOR THE REVISION OF ADANGAL ACCOUNTS.		
		RS.		
1. South Arcot.	1 Special tahsildar. 16 Special revenue inspectors.	50 10 each.	G.Os. Nos. 2869, Revenue, dated 29th September 1913; 832, Revenue, dated 16th March 1914; and 1210, Revenue, dated 29th April 1914.	In view of the arduous and responsible nature of the work.
2. Tanjore ...	1 Special tahsildar 24 Special revenue inspectors.	50 10 each.	G.Os. Nos. 2869, Revenue, dated 29th September 1913; 832, Revenue, dated 16th March 1914; and 1047, Revenue, dated 3rd May 1915.	
3. Trichinopoly.	1 Special tahsildar. 8 Special revenue inspectors.	50 10 each.	G.Os. Nos. 993, Revenue, dated 2nd April 1914; 3167, Revenue, dated 5th November 1914; and 62, Revenue, dated 8th January 1915.	
4. Madura ...	Special tahsildar. " revenue inspectors.	50 10 each.	G.O. No. 886, Revenue, dated 14th April 1915.	
5. Cancelled.				
6. Ramnad ...	3 Special revenue inspectors.	10 each.	G.O. No. 1021, Revenue, dated 30th April 1915.	
		UNDER UNION PANCHAYATS.		
7. Cheyyur, Chingleput district.	1 Clerk ...	3 each.	G.O. No. 936, Judicial, dated 25th April 1914.	For attending to the clerical duties of the offices of the Sub-Registrar and Special Magistrates.
8. Tirukkalikundram, Chingleput district.	1 Clerk ...			
9. Tiruppōrūr, Chingleput district.	1 Clerk ...			
10. Pallikonda, North Arcot district.	1 Clerk ...	3	G.O. No. 770, Judicial, dated 6th May 1911.	
11. (Tiruttani). Chittoor district.	1 Clerk ...	3	G.O. No. 1389, Home (Judicial), dated 4th July 1917, communicated in Financial Endorsement No. 5255-1, dated 13th July 1917.	For attending to the clerical work of the Bench Magistrates, Tiruttani.
12. Tiruppattūr, Ramnad district.	1 Clerk ...	3	G.O. No. 2573, Judicial, dated 23rd November 1914.	
13. Manamadura, Ramnad district.	1 Clerk ...	3	G.O. No. 1226, Home (Judicial), dated 13th June 1917.	For attending to the clerical work of the Bench Magistrate's Court, Manamadura.

* G.O. No. 255, Financial, dated 8th May 1916.

Page 332, *Appendix C.*—*For* the entries in columns 3 and 4 against the item "Land Records Tahsildars" *substitute* the following :—

		25	G.O. No. 292, Revenue, dated 7th February 1919, communicated in Financial Endt. No. 406-C-1, dated 12th February 1919.	

[V, 6-3-19]

Page 332, *Appendix C.*—*Insert* the following in its proper place :—

27-A. Anantapur.	1 Typist ...	RS. 10	G.O. Mis. No. 3268, Revenue, dated 18th September 1918.	Shorthand allowance.

[IV, 8-2-19]

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
	In the offices of District Collectors.			
		RS.		
......	Land Records Tahsildars.	10—10—50	G.O. No. 1212, Revenue, dated 30th November 1913.	Arduous nature of work.
Ganjām ...	1 Clerk ...	10	G.O. Mis. No. 2060, Revenue, dated 9th September 1916.	
15. Gōdāvari ...	1 Clerk ..	10	G.O. Mis. No. 2080, Revenue, dated 12th September 1916.	
16. Kistna ...	1 Typist ...	10	G.O. No. 875, Revenue, dated 21st March 1914.	
17. Kurnool ...	1 Clerk, Collector's office.	10	G.O. Mis. No. 2667, Revenue, dated 27th November 1916, communicated with Finl. Endt. No. 7181—1, dated 28th November 1916.	
18. Madras ...	1 Clerk so long as he continues to do shorthand work.	...	G.O. Mis. No. 1466, Revenue, dated 24th May 1917.	
19. Chingleput...	1 Clerk ...	10	G.O. No. 872, Revenue, dated 26th March 1913.	
20. Chittoor ...	1 Clerk or typist.	10	G.O. No. 154, Revenue, dated 27th May 1913.	Shorthand allowance.
21. Cuddapah ...	1 Typist ...	10	G.O. No. 993, Revenue, dated 28th April 1915.	
22. South Arcot.	1 Clerk ...	10	G.O. No. 91, Revenue, dated 7th January 1914.	
23. Tinnevelly ..	1 Clerk or typist.	10	G.O. No. 1658, Revenue, dated 9th June 1914.	
24. Madura ...	1 Clerk or typist.	10	G.O. No. 2350, Revenue, dated 5th August 1913.	
25. Malabar ...	1 Typist ...	10	G.O. No. 2349, Revenue, dated 5th August 1913.	
26. North Arcot.	1 Typist ...	10	G.O. No. 1672, Revenue, dated 17th July 1915.	
?7. Vizagapatam.	1 Clerk, office of the Agent to the Governor in Vizagapatam.	10	G.O. No. 287, Home (Judicial), dated 8th February 1917.	
	Temporary Establishment for localization and demarcation of wet areas in whole inam villages.			
8. Trichinopoly.	4 revenue inspectors.	10 each.	G.O. No. 532, Revenue, dated 26th February 1915.	In view of the responsible nature of the work.

Page 333, *Appendix C.*—(1) *Cancel* item 20.

(2) Under item 21, *cancel* grant of local allowance to Second Assistant, Board of Revenue (Separate Revenue), the items under "Excise staff for Railways" remaining as they are.

[XVII, 9-4-20]

Page 333, *Appendix C.*—*Insert* the following as item 26-A under "Registration Department":—

		RS.		
26-A	Ex-officio Sub-Registrars, Bhadrachalam, Shevaroy Hills, Anjengo, Tangasseri and Gudalur.	10	G.O. No. 100, Home (Judicial), dated 16th January 1919, communicated in Financial Endorsement No. 134-C-1, dated 20th January 1919, sanctioning the allowance as duty allowance.	On account of additional work.

[IV, 8-2-19]

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
			SALT, ABKARI AND CUSTOMS DEPARTMENT.	
		RS.		
18. Nellikuppam distillery.	1 Assistant Inspector.	25	G.O No. 3282, Revenue, dated 8th August 1898.	In view of the heavy responsibility involved.
19. Samalkota distillery.	1 Assistant Inspector.	25	G.O. No. 3060, Revenue, dated 23rd November 1900.	
20. Madras ...	First Assistant, Board of Revenue (Separate Revenue).	50	G.O. No. 2399, Revenue, dated 8th August 1913, and paragraph 112-A of the Manual of Appointments and Allowances.	The allowance is granted for the special duty performed.
21. Do. ...	Second Assistant, Board of Revenue (Separate Revenue).	50	G.O. No. 2237, Revenue, dated 4th May 1914, and paragraph 112-B of the Manual of Appointments and Allowances.	
... Excise staff for Railways.	2 Assistant Inspectors.	30 each.	G.O. No. 1394, Confidential, dated 13th May 1913.	
Do.	4 Sub-Inspectors.	15 „	G.O. No. 3698, Revenue, dated 18th December 1911, and G.O. No. 1394, Confidential, Revenue, dated 13th May 1913.	
Do.	3 jamadars and 5 duffadars.	5 „	G.O. No. 1394, Confidential Revenue, dated 13th May 1913.	
Do.	10 peons ..	3 „	G.O. No. 502, Revenue, dated 22nd February 1909.	
			FOREST DEPARTMENT.	
22. Northern Circle.	Senior Instructor in the Vernacular Training School.	25	G.O. No. 2993, Revenue, dated 7th October 1911.	In view of the arduous and uncongenial nature of the work.
23. Western Circle.	Do.	25	G.O. No. 1825, Revenue, dated 15th June 1911.	
24. Central Circle.*	Do.	25	G.O. No. 478, Revenue, dated 22nd February 1915.	
25. Southern Circle.	Do.	25	G.O. No. 227, Revenue, dated 25th January 1915.	
			REGISTRATION DEPARTMENT.	
26. Districts ...	Probationary Sub-Registrar.	† 10	G.Os. Nos. 160, Judicial, dated 31st January 1902, and 449, Judicial, dated 19th March 1912.	On account of increased responsibility involved in doing the duties of a Sub-Registrar

* The school is held in West Cuddapah.

† To be drawn when doing the duties of Sub-Registrar.

Page 334, *Appendix C, Non-Gazetted Officers.—Insert* the following as item 30-A :—

		RS.		
30-A Madras ...	1 typist in the Settlement Branch of the Board's office.	5	G.O. Mis. No. 302, Revenue, dated 10th February 1919; Financial Endorsement No. 776-B-1, dated 12th February 1919.	For doing confidential work.
	2 typists in the Land Revenue Branch of the Board's office. (1 working in the Court of Wards Section and the other working in both the Land Revenue and Forest Sections.)	5 each.	G.O. Mis. No. 304, Revenue, dated 10th February 1919; Financial Endorsement No. 779-B-1, dated 12th February 1919.	Do.

[VI, 6-4-19]

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
		GENERAL ADMINISTRATION.		
		RS.		
27. Madras ...	3 clerks attached to Chief Secretariat.	If Advanced 40 grade.	G.O. No. 449, Financial, dated 14th October 1910.	Shorthand allowance.
	1 clerk attached to His Excellency the Governor.	If Intermediate 20 grade.	G.O. No. 92, Financial, dated 22nd February 1911.	
	3 clerks attached to the three Honourable Members.	If Elementary 15 grade.	G.O. No. 202, Financial, dated 28th March 1912.	
			G.O. No. 432, Financial, dated 25th June 1914.	
			G.O. No. 460, Financial, dated 6th July 1914.	
28. Do. ...	2 clerks attached to Revenue Secretariat office.	If Advanced 40 grade. If Intermediate 20 grade. If Elementary 15 grade.	G.O. No. 59, Financial, dated 31st January 1916.	
29. Do. ...	2 clerks attached to Local and Municipal Secretariat.	If Advanced 40 grade. If Intermediate 20 grade. If Elementary 15 grade.	G.O. No. 529, Financial, dated 23rd August 1912.	
30. Do. ...	1 clerk attached to Revenue Board's office (Court of Wards Branch).	10	G.O. No. 546, Revenue, dated 26th February 1915.	
	1 typist attached to the Revenue Board's office (Land Revenue and Forest Branch).	10	G.O. No. 2764, Revenue, dated 24th September 1914.	
	1 typist attached to the Revenue Board's office (Salt Branch).	10	G.O. No. 3230, Revenue, dated 10th November 1914.	
	1 typist attached to the Revenue Board's office (Sep. Revenue Branch).	10	G.O. No. 3454, Revenue, dated 30th November 1914.	

G.O. Mis. No. 517, Financial, dated 6th September 1916.

Appendix C, Non-Gazetted Officers.—*Insert* the following as item 32-B :—

32-B. Madras ...	1 typewriting clerk of the Court of Small Causes.	...	G.O. No. 760 (Home), Judicial, dated the 4th April 1919.	Shorthand allowance.

[VII, 10-5-19]

Page 334, *Appendix C, Non-Gazetted officers.*—*Insert* the following items :—

	Madras.	RS.		
29-A	Typists in the Civil Secretariats (except the Revenue Special Department) the members in each being limited to a maximum of two.	10	G.O. Nos. 874, Financial, dated 26th October 1918, and 975, Financial, dated 6th December 1918.	For being employed on confidential work.

[IV, 8-2-19]

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
	JUDICIAL DEPARTMENT (LAW AND JUSTICE).			
		RS.		
31. Madras ...	1 typist of the office of the Secretary, Rule Committee.	15	G.O. No. 904, Judicial, dated 7th July 1909.	Shorthand allowance.
32. Do. ...	1 clerk-typist of the office of the Government Pleader.	20	G.O. No. 829, Judicial, dated 20th May 1911.	
33. Do. ...	Shorthand-writers attached to the District and Sessions Courts and Courts of Assistant Sessions Judges.	Advanced 40 grade. Intermediate 30 grade. Elementary 15 grade.	G.O. R. No. 354, Financial, dated 5th April 1894. G.O. No. 1145, Judicial, dated 12th May 1894. G.O. No. 1646, Judicial, dated 8th December 1908. G.O. No. 2247, Judicial, dated 8th November 1913. (Paragraph 87 of the Madras Treasury Manual).	
34	Sub-Assistant Surgeons in Central and District Jails, inclusive of Penitentiary and Civil Jail, Madras.	* First and second grades, Rs. 20 each. Third and fourth grades, Rs. 15 each.	G.Os. Nos. 613, Judicial, dated 11th May 1909, and 1394, Judicial, dated 14th October 1909.	For arduous nature of the work in jails.
35. Madras ...	Compounder in the Madras Penitentiary.	3	G.Os. Nos. 613, Judicial, dated 11th May 1909, and 1394, Judicial, dated 14th October 1909.	
36. Do. ...	Compounders in the jails at Rajahmundry, Vellore, Trichinopoly, Coimbatore and Cannanore.	2 each.	G.Os. Nos. 613, Judicial, dated 11th May 1909; 1394, Judicial, dated 14th October 1909; 2049, Judicial, dated 10th December 1912 and Mis. No. 462, Financial, dated 17th August 1916.	

* Sub-Assistant Surgeons employed in the Presidency jails draw a local allowance of Rs. 15.

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
POLICE DEPARTMENT.				
Intelligence Department.				
		RS.		
37. Madras ...	2 Inspectors ...	50	G.O. No. 83, Judicial, dated 30th November 1905.	Service in the Intelligence Branch requires special aptitude and high character. The special character of the work requires picked men—*vide* paragraph 101 of the Police Commission Report of 1902–03 and paragraph 74 of the Government of India, Home Department, Resolution Nos. 248–259, dated 21st March 1905.
	4 Sub-Inspectors.	30		
	6 Head constables.	7	G.Os. Nos. 1523, Judicial, dated 22nd September 1905, and 779, Judicial, dated 16th April 1915.	
	6 Constables ...	3		
Criminal Investigation Department.				
All Districts ...	11 Inspectors ...	50	G.O. No. 956, Judicial, dated 21st June 1910.	Service in the Intelligence Branch requires special aptitude and high character. The special character of the work requires picked men—*vide* paragraph 101 of the Police Commission Report of 1902–03 and paragraph 74 of the Government of India, Home Department, Resolution Nos. 248–259, dated 21st March 1905.
Madras ...	15 Sub-Inspectors.	30	G.Os. Nos. 1922, Judicial, dated 30th November 1905, and 1152, Judicial, dated 10th July 1906.	
	16 Head constables.	7		
	12 Constables ...	3		
38. Madras ...	1 Reserve Inspector.	25	......	Hackney carriage allowance.
Under the Commissioner of Police.				
39. Madras ...	1 Fire Brigade Inspector.	25	G.O. No. 1425, Judicial, dated 24th June 1914.	For extra duties involved.
	2 Drill Instructors.	$2\frac{1}{2}$	G.O. No. 2266, Judicial, dated 2nd November 1888.	
	*1 Sub-Inspector (attached to merchant's magazine).	15	G.O. No. 1018, Judicial, dated 16th May 1893.	

* This item will have to ultimately go out as the Police guard for the magazine has been abolished and the explosives stored in the Port Trust Magazine.

Page 337, *Appendix C, Hackney Carriage establishment, item* 43.—*For* "22" Inspectors drawing a local allowance of Rs. 5, *read* "23" and *quote* "G.O. No. 2583, Home (Judicial), dated 21st November 1918, and Financial Endt. No. 10296-1, dated 26th November 1918" as authority for the addition.

[V, 6-3-19.]

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
			POLICE DEPARTMENT—*cont.*	
			Under the Commissioner of Police—cont.	
		RS.		
40. Madras ...	1 Sub-Inspector. 1 Head constable (Criminal Investigation Department).	10 10	G.Os. Nos. 712, Judicial, dated 1st June 1909, and 498, Public, dated 18th April 1913.	Shorthand allowance.
			Mounted Police in charge of horses.	
41. Madras ..	1 Sub-Inspector.	10	G.O. No. 1523, Judicial, dated 22nd September 1905.	For charge of stables and supervision of the work of the mounted branch.
	1 Head constable.	2		For training and exercising horses and for keeping back the crowd at a race course and the like.
	3 Constables ...	2		
			Finger-print Bureau.	
42. Madras ...	13 Clerks ...	5	G.O. No. 207, Judicial, dated 5th February 1906.	The work is a specialized form of office work of an exacting kind and certain to have a deleterious effect upon the eyesight.
			Hackney Carriage establishment.	
43. Districts	3 Inspectors ... 3 Inspectors ... 22 Inspectors ...	15 10 5	G.Os. Nos. 712, Judicial, dated 1st June 1909; 18, Judicial, dated 4th January 1911; 815, Judicial, dated 18th May 1911; 866, Judicial, dated 26th May 1911; 1873, Judicial, dated 2nd September 1914; 1900, Judicial, dated 6th September 1914; 2321, Judicial, dated 28th October 1914; 2587, Judicial, dated 24th November 1914; 2588, Judicial, dated 24th November 1914; 2732, Judicial, dated 5th December 1914; 2823, Judicial, dated 16th December 1914; 292, Judicial, dated 10th February 1915; 746, Judicial, dated 9th April 1915; 130, Home (Judl.), dated 18th January 1917, commd. in Finl. Memo. No. 409-1, dated 23rd January 1917, and 422, Home (Judl.), dated 20th February 1917, G.O. No. 116, Home (Judl.), dated 16th January 1918.	Hackney carriage allowance.

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
	POLICE DEPARTMENT—*cont.*			
	Hackney carriage establishment—cont.			
		RS.		
44. Trichinopoly.	1 Head constable.	7	G.O. No. 712, Judicial, dated 1st June 1909.	
	1 Head constable.	4		
45. Tinnevelly.	1 Head constable.	7	G.O. No. 2664, Judicial, dated 20th December 1913.	
	1 Head constable.	4		
46. South Kanara.	1 Head constable.	3	G.O. No. 610, Judicial, dated 10th May 1909.	
46-A. Kurnool ...	1 Sub-Inspector.	5	G.O. No. 203, Home (Judicial), dated 31st January 1917.	Hackney carriage allowance.
47. Anantapur.	1 Sub-Inspector.	10	G.Os. No. 712, Judicial, dated 1st June 1909 and No. 498, Public, dated 18th April 1913.	Shorthand allowance.
48. Trichinopoly.	1 Sub-Inspector.	10		
49. Tinnevelly ...	1 Sub-Inspector.	10		
50. Salem ...	1 Sub-Inspector.	10		
	15 Sub-Inspectors.	10 *	G.O. No. 119, Home, Mis., dated 7th September 1916.	Telugu allowance.
	Armed Reserve.			
51. Ganjām ...	2 Head constables.	10	Madras Government's letter to India No. 739, Judicial, dated 7th May 1912 and Government of India, Home Department, letter No. 800, dated 18th May 1912, disposed of in G.O. No. 944, Judicial, dated 11th June 1912.	Special allowance for charge of armed reserve; intended to enhance the head constable's status and be an appropriate remuneration for the performance of certain administrative duties.
52. Vizagapatam.	3 Head constables.	10		
53. Jeypore ...	2 Head constables.	10		
54. Gōdāvari ...	2 Head constables.	10		
55. Kistna ...	1 Head constable.	10		
56. Guntūr ...	1 Head constable.	10		
57. Nellore ...	1 Head constable.	10		
58. Cuddapah ...	1 Head constable.	10		
59. Anantapur ..	1 Head constable.	10		
60. Bellary ...	1 Head constable.	10		
61. Kurnool ..	1 Head constable.	10		
62. Chittoor ...	1 Head constable.	10		
63. North Arcot.	1 Head constable.	10		
64. South Arcot.	1 Head constable.	10		
65. Tanjore ...	1 Head constable.	10		
66. Trichinopoly.	1 Head constable.	10		
67. Madura ...	2 Head constables	10		
68. Rāmnād ...	1 Head constable.	10		
69. Tinnevelly ...	3 Head constables	10		
70. Coimbatore.	1 Head constable.	10		
71. Salem ...	1 Head constable.	10		
72. South Kanara.	1 Head constable.	10		
73. North Malabar.	1 Head constable.	10		
74. South Malabar.	2 Head constables	10		

* Police officers below the rank of Inspectors

Page 338, *Appendix C.—Add* the following as a new entry :—

45-A. S. Arcot ...	1 Head constable.	5	G.O. No. 2583, Home (Judicial), dated 21st November 1918, and Financial Endt. No. 10296-1, dated 26th November 1918.	

[V, 6-3-19]

Page 339, *Appendix C.—Insert* a new heading "Cordite Factory" below "Armed Reserve" and the following entry under it under the respective heading :—

79-A. Nilgiris ...	1 Sergeant ...	20	G.O. No. 116, Home (Judicial), dated 17th January 1919, and Finl. Endt. No. 172-C-1, dated 24th January 1919.	For responsible and exacting work.

[V, 6-3-19]

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
	POLICE DEPARTMENT—*cont.*			
	Armed Reserve—cont.			
		RS.		
75. Gōdāvari ...	1 Sub-Inspector (for Cocanada port).	20	G.Os. No. 372, Marine, dated 23rd November 1910, and No. 251, Judicial, dated 8th February 1911.	For doing patrol duty at the port.
76. North Arcot.	1 Sub-Assistant Surgeon attached to the Police Training School and Central Recruits' School Vellore.	30	G.O. No. 1355, Judicial, dated 7th September 1910.	For delivering lectures in "First aid to the injured."
77. Coimbatore.	1 Sub-Assistant Surgeon attached to the Central Recruits' School.	15		
78. Trichinopoly.	1 Sub-Inspector.	10	G.Os. No. 262, Political, dated 8th May 1876, No. 287, Political, dated 2nd May 1906 and No. 1102, Judicial, dated 21st July 1910.	Pudukkottai allowance drawn for additional duties performed for the State.
79. Bellary ...	300 constables employed on plague duty in Bellary.	1 each.	G.O. No. 320, Judicial, dated 11th February 1915.	For risky and arduous nature of the work.
	Police force on special duty at Pondicherry—from the districts of South Arcot, Tanjore, Salem and Coimbatore.			
80.	Sub-Inspectors.	30	G.O. No. 514, Financial, dated 16th October 1911.	On account of the responsible nature of the work.
	Sergeants ...	25	G.O. No. 1821, Judicial, dated 24th November 1911.	
	Head constables.	7		
	Constables ...	4		

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
POLICE DEPARTMENT—*cont.*				
		RS.		
81. Chingleput district.	Sub-Assistant Surgeon attached to the Cantonment hospital at St. Thomas' Mount.	10	G.Os. No. 1015, Judicial, dated 28th April 1894 and No. 774, Public, dated 18th September 1908.	For additional work on account of the Police sick and prisoners in the subsidiary jail at the station.
82. Do.	Compounder attached to the Cantonment hospital at St. Thomas' Mount.	5		
EDUCATIONAL DEPARTMENT.				
Madras ...	Clerk of the Law College.	15	G.O. No. 271, Educational, dated 9th March 1914.	For clerical duties of the office of the Secretary to the Students Advisory Committee, Madras.
ECCLESIASTICAL DEPARTMENT.				
83. Madras ...	1 Clerk attached to the office of the Lord Bishop of Madras.	10	G.O. No. 30, Ecclesiastical, dated 5th March 1915.	Shorthand allowance.
84. The Nilgiris.	Curator, Government Botanical Gardens.	15	Government of India, Home Department, Ecclesiastical, letter No. 462, dated 7th October 1901, in G.O. No. 141, Ecclesiastical, dated 17th October 1901.	For the extra work involved in supervising the upkeep of the St. Thomas' Cemetery at Ootacamund.
MEDICAL DEPARTMENT. *Temporary Plague Establishment.*				
Kumbakōnam ...	One of the Sub-Assistant Surgeons attached to municipal medical institutions.	10	G.O. No. 66, Medl., dated 14th February 1917, and Finl. Memo. 1781-1, dated 12th March 1917.	Visiting and treating the patients at the Leper Asylum at Kumbakonam.

Page 341.—

89	1. Typist in Surgeon-General's office.	10	G.O. Mis. No. 356, L. & M., dated 24th July 1918.	For being employed on confidential work.

[IV, 8-2-19]

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowances.	Authority under which granted.	Purpose for which granted.
	MEDICAL DEPARTMENT—*cont.*			
	Temporary Plague Establishment—cont.			
Malabar district—		RS.		
85. Calicut ...	1 Assistant Port Health officer.	30	G.O. No. 190, Local and Municipal (Plague), dated 12th April 1915.	For extra work involved in inspection of vessels at Beypore.
86. Cannanore	1 Sub-Assistant Surgeon.	5	Do.	For extra work involved in inspection of vessels for plague purposes.
87. Do. ...	Sub-Assistant Surgeons employed on famine duty.	10 each.	G.Os. No. 217, Financial, dated 8th March 1897, No. 724, Public, dated 10th June 1897, and No. 492, Financial, dated 25th June 1897.	For arduous nature of the work in jails.
88. Chingleput district.	Sub-Assistant Surgeons deputed for plague duty.	As. 8 a day.	G.O. No 797 M., dated 5th April 1897.	For risky and arduous nature of the work.
89. Madras	1 Clerk in the Surgeon-General's office.	10	G.O. No. 430, Public, dated 6th April 1914.	Shorthand allowance.
89-A. ...	Civil Apothecary deputed for special duty in the Surgeon-General's office for doing statistical work.	50	G.O. No. 446, Public, dated 7th April 1913.	Special duty in the Surgeon-General's office for doing statistical work.
90. ...	Sub-Assistant Surgeons in independent charge of hospitals.	10 each.	G.O. No. 188, Financial, dated 5th March 1894.	Charge allowance.
91. ...	Sub-Assistant Surgeons employed on cholera or festival duties.*	10 „	G.O. Nos. 1108-09, Public, dated 30th November 1891.	In view of the particularly arduous nature of the work.
92. Guntūr district.	Sub-Assistant Surgeon at Bāpatla.	10	G.O. No. 331, Public, dated 10th March 1913.	For visiting the Leper Asylum there and treating the patients therein.

The charge allowance, Lunatic Asylum allowance, and allowance for plague, cholera or festival duty admissible to Civil Apothecaries if any, are remunerative.

* Provided these officers are not drawing the allowance for the independent charge.

The daily deputation allowances given to Sub-Assistant Surgeons employed on plague duty should be treated as "deputation (duty) allowance" or "duty allowance" according as they are on deputation for plague duty or carry on plague duty in addition to their own duties.

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowances.	Authority under which granted.	Purpose for which granted.
		MEDICAL DEPARTMENT—*cont.*		
		***King** Institute of Preventive Medicine.*		
Chingleput district—*cont.*		RS.		
93. Guindy ...	1 Clerk	5	G.O. No. 1297, Revenue, dated 3rd May 1913.	For attending to the work of maintenance and distribution of anti-renderpest serum, in addition to their regular duties.
	1 Peon	1		
94. ...	Sub-Assistant Surgeons in Lunatic Asylums.	Fourth grade. 15; Third grade. 20; Second and higher grades. 25.	G.O. No. 768, Public, dated 17th September 1908.	As the work is unpleasant and sometimes dangerous and as it requires special knowledge and close attention to details.
94-A. Madras ...	Civil Apothecaries in the Presidency Town.	30	G.O. No. 194, Financial, dated 30th March 1917.	Heaviness and responsibilities of the duties.
G.O. No. 469, Financial, dated 16th July 1917. 95. Madras ...	2 Sub-Assistant Surgeons in the Rayapuram Medical school.	20 each	G.O. Mis. No. 282, Medical, dated 26th June 1917, and G.O. No. 74, Medical, dated 17th July 1917.	Teaching allowance as assistant anatomical instructors.
96. Do. ...	1 Sub-Assistant Surgeon in Government General Hospital.	10	......	For giving instruction to probationary ward attendants.
97. Do. ...	1 Sub-Assistant Surgeon in Government Maternity Hospital.	20	G.O. No. 1133, Public, dated 13th June 1916.	For instructing Indian pupils in midwifery.
98. Do. ...	1 Sub-Assistant Surgeon in Government Ophthalmic Hospital.	25	G.O. No. 323, Public, dated 12th March 1912.	For pathological and bacteriological work.
99. Do. ...	1 Sub-Assistant Surgeon in Government Leper Hospital, Madras.	20	G.O. No. 687, Public, dated 20th June 1894.	For special nature of work.
100. Vizagapatam (Vizianagram).	Sub-Assistant Surgeon, Police Hospital, Vizianagram.	15	G.O. No. 1355, Judicial, dated 7th September 1910.	For delivering lectures in first aid to the injured.
101. South Kanara.	Sub-Assistant Surgeons attached to the Aminidivi Dispensary.	10	G.O. No. 332, Financial, dated 25th May 1917.	For doing vaccination work.

Page 343.—*Insert* the following as item 96-A :—

96-A.	**Coimbatore.**	**Teaching Assistants in the Agricultural section of the Agricultural College.**	An allowance which will bring their minimum emoluments up to Rs. 65 per mensem.	G.O. Mis. No. 3441, Revenue, dated 12th October 1918, communicated with Financial Endorsement No. 8851-1, dated 21st October 1918.	**Duty allowance on account of special nature of work.**

[IV, 8-2-19]

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted Officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
	PASTEUR INSTITUTE, COONOOR.			
		RS.		
The Nilgiris ...	(i) Sub-Assistant Surgeon.	30	G.O. No. 651, Public, dated 5th September 1906.	Special nature of work.
	(ii) Do	20	G.O. No. 274, Public, dated 29th February 1912.	Do.
	POLITICAL DEPARTMENT.			
95. Travancore.	1 Clerk attached to the office of the Resident in Travancore and Cochin.	15	G.O. No. 318, Political, dated 3rd July 1911.	Shorthand allowance.
	AGRICULTURAL AND VETERINARY DEPARTMENTS.			
96. Madras	1 Clerk under the Director of Agriculture.	10	G.O. No. 3140, Revenue, dated 3rd November 1914.	Shorthand allowance.
97. Tuticorin ...	1 Veterinary Assistant attached to the quarantine station in the town.	45—1—50	G.O. No. 2984, Revenue, dated 26th October 1908.	In consideration of the special and onerous nature of the work.
98. Districts ...	Veterinary Assistants in independent charge of hospitals and dispensaries in the plains and hill stations.	10 each.	G.Os. No. 2870, Revenue, dated 19th October 1909, and No. 2891, Revenue, dated 5th October 1914.	In view of the increased responsibilities devolving upon them when holding independent charges.
99. Madras ...	Veterinary Assistant attached to the Veterinary College.	10	G.O. No. 676, Revenue, dated 2nd March 1910.	For doing the duties of the hospital surgeon at the College which are of an exacting and responsible nature.
100. Do. ...	Veterinary Assistant working in the office of the Superintendent, Civil Veterinary Department.	10	G.O. No. 2569, Revenue, dated 28th August 1912.	This work involves special responsibility.
	SCIENTIFIC, ETC., DEPARTMENTS.			
101. ..	Assistant Registrar, Joint Stock Companies.	50	G.O. No. 684, Judicial, dated 19th March 1914.	The work involves special responsibility and requires picked men.

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted Officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
Public Works Department.				
		RS.		
*102. Gōdāvari Eastern division.	Anicut Superintendent.	30	G.O. No. 81 W., dated 25th January 1911.	In view of the heavy and responsible duties to be performed.
*103. Kistna Central division.	Do.	30		
Circles.				
104. Ganjām ...	Store clerks ...	5	G.Os. No. 304 W., dated 9th February 1914, and No. 1405 W., dated 28th July 1915.	For duties in connexion with the charge of stores.
105. Vizagapatam.				
106. Gōdāvari, Northern.				
107. Gōdāvari, Eastern.				
108. Gōdāvari Conservancy.				
109. Gōdāvari, Western.				
110. Kistna, Western.				
111. Kistna, Central.				
112. Bellary ...				
113. Kurnool ..				
114. Tank Restoration Scheme, III Circle.				
115. Coimbatore.				
116. West Coast.				
117. Salem ...				
118. Chingleput.				
119. Nellore ...				
120. Trichinopoly.				
121. Madura ...				
122. Tinnevelly.				
123. Tank Restoration Scheme, VI Circle.				
124. North Arcot.				
125. Cauvery ...				
126. South Arcot.				
127. Vennar ...				
128. Tank Restoration Scheme, VII Circle.				
129. Cuddapah...				

* To be drawn by the lower subordinates holding the post, provided that the salary and the local allowance do not together exceed Rs. 120.

Page 345, *Appendix.—Delete* item 130 and the entries against it.

[XVII, 9-4-20]

Page 345.—

132-A	1. Typist in the Public Works Secretariat.	10	G.O. No. 976, Financial, dated 6th December 1918.	For being employed on confidential work.

[IV, 8-2-19]

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
		RS.		
	PUBLIC WORKS DEPARTMENT—*cont.*			
	Circles—cont.			
Kurnool division (Siddhapur Tank Project).	Storekeeper ...	5	G.O. No. 2332 W., dated 30th November 1914.	For duties in connexion with the charge of stores.
. Guggarala, Guntūr district.	One Lock Superintendent.	5	G.O. No. 1874 W., dated 22nd September 1913.	In view of the additional duties attached to the post.
132. Palakole, Gōdāvari Western division.	Do.	3	G.O. No. 707 W., dated 10th April 1915.	In view of the additional duties of Wharf Superintendent at the Palakole Upper and Lower wharves.
	PORT AND MARINE DEPARTMENT.			
	Madras Coast Lights Fund.			
133. Madras ...	Head light-keeper.	30	G.O. No. 75, Marine, dated 5th March 1909.	In consideration of the responsible nature of the duties to be performed. (133–145)
134. Kaup ...	Do.	15 each. (134–145)	G.O. No. 324 Marine, dated 21st October 1910. (134–145)	
135. Cotta Point.	Do.			
136. Tangasseri.	Do.			
137. Muttam ...	Do.			
138. Manapad ...	Do.			
139. Seven Pagodas.	Do.			
140. Pulicat ...	Do.			
141. Armeghon.	Do.			
142. Havelock Point.	Do.			
143. Vakalapudi.	Do.			
144. Sacramento.	Do.			
145. Santopilly.	Do.			
	Minor Ports Fund.			
146. Badagara ...	Light-keeper ...	5	G.Os. No. 83, Financial, dated 31st January 1910, and No. 433, Marine, dated 31st August 1906.	In consideration of the clerical work done by him for the Port Conservator, which is foreign to the duties of a signaller.

List of local allowances which have been treated as remunerative—*cont.*

Non-Gazetted officers—cont.

Locality or department.	Appointment in respect of which local allowances are granted.	Amount of local allowance.	Authority under which granted.	Purpose for which granted.
	PORT AND MARINE DEPARTMENT—*cont.*			
	Other establishments.			
		RS.		
* 147. Gopalpore.	Port clerk ...	5	G.Os. No. 167, Marine, dated 15th April 1904 (vide footnote in No. 433, Marine, dated 31st August 1906), and No. 40, Marine, dated 12th February 1910.	For extra duties in connexion with the magisterial work performed by the Port officer.
† 148. Vizagapatam.	Do. ...	10	G.O. No. 142, Marine, dated 2nd April 1903.	For additional work thrown on the clerk consequent on the Clan Line steamers changing their crew at the port.
149. Adirampatnam.	Port Conservator.	5	G.Os. No. 282, Marine, dated 29th June 1903, and No. 433, Marine, dated 31st August 1906.	For the extra work and responsibility involved in the collection of landing and shipping fees at the port.
150. Do.	Sea Customs clerk.	3	G.Os. No. 270, Marine, dated 27th August 1909, and No. 314, Marine, dated 8th October 1909.	For the performance of the clerical duties of the port, in addition to his own duties.
151. Beypore ...	Sea Customs Superintendent.	5	G.Os. No. 343, Marine, dated 16th November 1909, and No. 175, Marine, dated 30th May 1910.	For the extra duties involved in the collection of landing and shipping fees at the ports.
152. Ponnāni ...	Do.	5	G.Os. No. 90, Marine, dated 18th February 1905, and No. 172, Marine, dated 12th May 1908.	
153. Hangarkotta.	Do.	5	G.O. No. 250, Marine, dated 3rd May 1906.	

* This allowance is payable only so long as the Port officer exercises magisterial powers.
† This allowance was sanctioned subject to the condition of 100 seamen being engaged or discharged at the Port during a month.

APPENDIX D.

TRAINING.

1. The various orders which have been issued from time to time in connexion with the grant of travelling allowance, etc., to officers under training will be superseded by the general orders detailed in the following paragraphs :— G.O. No. 329, Finl., 24-5-1917.

2. Public Works Department—

Only two classes of officers of this department may be deputed for training, namely—

(*a*) *Engineers who are natives of India in the statutory sense of the term and who are sent to England for a course of practical training ; and*

(*b*) *Engineer officers on leave out of India who are permitted to visit engineering works.*

The first case is governed by the provisions of paragraph 481 of volume I of the Public Works Department Code, and the second case by Resolution No. 51 G. of the Government of India in the Public Works Department, dated the 9th January 1900, recorded in G.O. No. 2060 W., dated the 29th October 1914. No alteration is necessary in the existing orders.

3 Local and Municipal Department—

Clerks in Government service deputed for training in the Plague Inspectors' class at Guindy—Article 68-*A.*—Clerks, while under training, will draw the salary which they are entitled to draw in the regular line.

Article 1138-*A.*—They will also draw travelling allowance at the rates admissible under the Civil Service Regulations for their journeys to Guindy, for their return journeys to their stations and for journeys undertaken in the course of training. They will be entitled to halting allowance at the usual rates for the first ten days' halt at Guindy or any other place, after which they will draw half the usual halting allowance so long as they remain in that place.

Note.—No joining time is admissible ; casual leave may be given in the circumstances explained in G.O. No. 165, Financial, dated 18th March 1916, in the case of officers deputed for training in Survey, in Settlement and as revenue inspectors.

Article 86.—Collectors have been already empowered to make acting arrangements to fill the place of absentees deputed for training in the Plague Inspectors' class, and to appoint clerks on a pay not exceeding Rs. 20 per mensem for the last place in revenue offices without giving acting promotion to holders of appointments above the last place (G.O. No. 60 P., dated 27th January 1916).

Articles 160, 203-*A and* 411.—The period of training will count as qualifying service for leave, pension and increments of pay.

4. Educational Department--

(1) A summary is given below of the rules now in force as to emoluments, allowances, etc., in the case of educational officers, students and teachers undergoing training :—

(*a*) The salaries and travelling allowances of teachers employed in schools under public management who are selected to undergo training in a school, college or other institution (including students selected with a view to employment in such institutions) are settled by the Director of

Public Instruction, the President of the local board or the Chairman of the municipal council, as the case may be.

(*b*) The Director of Public Instruction can exercise similar powers in respect of supervisors of elementary schools, sub-assistant inspectors of schools and other officers of the Educational Department undergoing a course of training in surveying.

(*c*) Private students selected for training with a view to employment in schools under public management are allowed travelling allowance for joining the institutions at the following rates :—

(i) Collegiate and secondary grade students will be treated as third-class officers drawing less than Rs. 50 and will receive travelling allowance at the rates provided for journeys on transfer.

(ii) Elementary grade students will be treated as fourth-class officers (other than ministerial or menial officers) and will receive travelling allowance at the rates provided for journeys on transfer.

(iii) The station from which travelling allowance is admissible is the school which the students leave for the course of training or, in the case of students who are not employed in a school, their place of residence as shown in their application for admission.

(*d*) Candidates selected for scholarships tenable at the Victoria Jubilee Technical Institute, Bombay, are given, on joining the institution and on leaving it after the completion of their course, a single intermediate fare or, if there is no intermediate class, a third-class fare and a half, together with the cost of their excess luggage for the journey between Bombay and the railway station nearest to their place of residence.

(*e*) Travelling allowance at these retes is also admissible in the case of selected candidates who proceed to Bombay but are not admitted to the institution owing to their failure in the entrance examination or for any other reason.

(*f*) The Director of Public Instruction is authorized, subject to the provisions of Articles 140 and 147 of the Civil Service Regulations, to make acting arrangements in the place of sub-assistant inspectors of schools and teachers deputed for training, provided that these arrangements do not entail any additional cost on the State.

(*g*) The powers vested in the Local Government under Articles 160-A, 203-A, 411 and 1138-A have been delegated to the Director of Public Instruction in the case of teachers and students selected to undergo a course of training in a school, college or other institution, and in the case of supervisors of elementary schools, sub-assistant inspectors of schools and other officers of the Educational Department who are selected to undergo a course of training in surveying.

(*h*) Supervisors of elementary schools deputed to undergo a course of training in surveying are allowed to retain two-thirds of their fixed travelling allowance during the periodof training.

(*i*) Joining time may be allowed under the ordinary rules in the case of teachers in pensionable Government service for their journeys to and from the training institution. The allowance admissible during joining time is half pay. No stipend may be drawn during joining time. The period spent on joining time counts for pension.*

(G.O. No. 45, Educational, dated 25th January 1884, G.O. No. 616, Educational, dated 22nd November 1909, G.O. No. 339, Educational, dated 14th June 1911, and G.O. No. 918, Educational, dated 20th August 1915.)

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* Page 81 of the Madras Supplement to the Civil Service Regulations.

Page 348, *Appendix D*, 4. *Educational Department.*—*Insert* the following as paragraph (*j*) :—

G.O. No. 891, Finl., 4-11-1918.

(*j*) The Director of Public Instruction has been empowered under article 68-A, Civil Service Regulations, to depute teachers from schools under public management for Scout Masters' Training at Madras and to sanction the grant of travelling allowance to these teachers in accordance with article 1138-A, Civil Service Regulations.

[IV, 8-2-19]

(2) The rules summarized in sub-paragraph (1) above will continue in force except that the concession mentioned in clause (*i*) is no longer admissible and will be withdrawn. Casual leave may be granted when necessary.

5. Salt, Abkari and Customs Department—

(1) The different kinds of training prescribed for officers of the Salt, Akbāri and Customs department, and the orders as to the allowances, etc., in connexion with their training are shown below:—

(i) *Inspectors, Assistant Inspectors and clerks on Rs.* 100 *and above deputed for engineering training for three months;*

(ii) *Inspectors, Assistant Inspectors and Sub-Inspectors deputed for distillery training for six weeks;*

(iii) *Inspectors, Assistant Inspectors and Sub-Inspectors deputed for customs training for six months;*

(iv) *Sub-Inspectors placed under selected Inspectors for six weeks' training on their first appointment;*

(v) *Sub-Inspectors deputed to Sessions Courts or to First-class Magistrates' Courts to learn criminal procedure; and*

(vi) *Petty officers and peons deputed to the Central Storehouse in Madras for three months to be trained in blacksmith's work.*

(*a*) Officers of the Salt, Abkāri and Customs department deputed for training in the College of Engineering are permitted to draw travelling allowance for their journeys to and from the college.

(G.O. No. 1429, Revenue, dated 16th May 1914.)

(*b*) Officers of the Salt and Abkāri department deputed to the Madras Distillery school for training are permitted to draw travelling allowance for their journeys to and from the institution.

(G.O. 371, Separate Revenue, dated 2nd June 1915.)

(*c*) Officers of the Salt, Abkāri and Customs department deputed for training in customs work are permitted to recover, in addition to ordinary travelling allowance, the cost of conveying their personal effects on the scale laid down in Article 1094 (*a*) of the Civil Service Regulations, in respect of their journeys to Madras and thence to the place to which they may be posted on the completion of their training.

(G.O. No. 253, Separate Revenue, dated 31st March 1916.)

(*d*) Sub-Inspectors deputed for training under a selected Inspector on first appointment are not given travelling allowance or halting allowance during the period of their training.

(*e*) In the case of officers of the Salt, Abkāri and Customs department who have been ordered by the Commissioner to undergo a course of training at the College of Engineering, the period is regarded as duty and counts as service qualifying for leave and pension.

(G.O. No. 770, Revenue, dated 11th March 1914.)

(*f*) Petty officers and peons of the Salt and Abkāri department, who are deputed to undergo a course of training in blacksmith's work in the Central Store-house at Madras, are granted a deputation allowance of one-fifth of their pay during their stay in Madras.

(G.O. No. 52, Revenue, dated 5th January 1914.)

(*g*) Officers of the Salt, Abkāri and Customs department detailed for training at the Distillery school are given the following allowances:—

Inspectors or Assistant Inspectors, Rs. 25 a month.

Sub-Inspectors, Rs. 15 a month.

No allowance is given to officers ordinarily stationed at or in the vicinity of the centre where the school is held.

(G.O. No. 3048, Revenue, dated 20th July 1898.)
(G.O. No. 474, Financial, dated 18th July 1917.)

(*h*) Officers of the Salt, Abkāri and Customs department whose rank is not lower than that of a Sub-Inspector and who have been deputed for training in Sea Customs work in the Custom House in Madras or at any other port are granted an allowance not exceeding Rs. 15 a month, unless they are ordinarily stationed at or in the vicinity of the place selected for their training.

(G.O. No. 551, Revenue, dated 23rd September 1898.)
(G.O. No. 474, Financial, dated 18th July 1917.)

(2) The Government have decided to permit the following additional concessions in the case of officers of the Salt, Abkāri and Customs department deputed for training :—

Article 68-*A*.—Officers of the Salt, Abkāri and Customs department will, while under training, draw the salary to which they would be entitled in the regular line.

Petty officers and peons deputed for training in blacksmiths' work in the Central Storehouse at Madras will continue to draw an additional deputation allowance at the rate of one-fifth of their salaries.

Article 1138-*A*.—All officers can draw travelling allowance under the ordinary rules for journeys to and from the place of their training.

The cost of carriage of personal effects will be reimbusred in the case of officers deputed for customs training.

Sub-Inspectors attached to Inspectors for training, and Sub-Inspectors deputed to learn procedure in criminal courts, will be given travelling allowance for journeys to or from the places outside their ranges and will be granted ordinary halting allowance for halts outside their ranges : then the allowance will be subject to the usual ten days' limit.

Note.—No joining time is admissible ; casual leave may be given when necessary.

Article 86.—Acting arrangements may be made in place of officers deputed for distillery and customs training, but not in other cases.

Articles 160-*A*, 203-*A and* 411.—The system of incremental pay does not obtain in the Salt, Abkāri and Customs department. Periods spent in training count for leave and pension in all cases.

6. Medical Department—

The various kinds of training which officers of the Medical Department are permitted to undergo and the concessions admissible in their case are enumerated below :—

(1) *Deputation of Indian Medical officers for research work in the bacteriological laboratory for a period of three to six months.*—Officers deputed in this manner draw their pay but do not draw any allowances which they may have been receiving for local duties; officers who have no substantive appointment in the Civil department, draw salary at a rate equivalent to the pay and acting allowance which they were drawing immediately before the period of deputation. They draw no deputation allowance, or halting allowance, but draw travelling allowance at the rates admissible under the ordinary rules for their journeys to and from the laboratory. Local arrangements must be made for the ordinary duties of officers on deputation

(G.O. No. 483, Public, dated 28th June 1906, and G.O. No. 537, Public, dated 30th June 1908.)

(2) *Training of Indian Medical Service officers and Military Assistant Surgeons in clinical bacteriology and technique at the Central Research Institute, Kasauli, for four weeks.*—Officers deputed in this manner draw salary at a rate equivalent to the pay and allowances which they were drawing immediately before the period of deputation, but do not draw any deputation allowance. They may draw travelling allowance at the ordinary rates for their journeys to and from the Institute, and halting allowance for the first ten days; their halting allowance may be extended, at the discretion of the Local Government, up to the date on which the class terminates. In addition to the actual time occupied by the journey, they are allowed one day for preparation before and after the period of training. Acting arrangements may be made in place of officers under training; training counts as duty for the purposes of leave, pension and increments of pay.

(G.Os. No. 851, Public, dated 15th October 1908, No. 755, Public, dated 29th September 1909, No. 288, Public, dated 8th April 1910, No. 858, Public, dated 5th August 1911, No. 1096, Public, dated 4th September 1912, and No. 1586, Public, dated 28th December 1912.)

(3) *Training of Medical officers and subordinates in the X-Ray Institute at Dehra Dun for about three months.*—Medical officers and subordinates deputed for training in the X-Ray Institute at Dehra Dun draw (*a*) the pay and allowances, including jail and other local allowances, which they were drawing immediately before their deputation, (*b*) travelling allowances under the ordinary rules for their journeys to and from the place of training and (*c*) halting allowance for the first ten days; their halting allowance may be extended, at the discretion of the Local Government up to the date on which the class terminates. Deputation allowance is not admissible. Their locum tenens will get the allowances which he would get if the officer for whom he is acting were an absentee within the meaning of article 6 of the Civil Service Regulations.

(G.Os. No. 206, Public, dated 16th March 1906, and No. 714, Public, dated 17th June 1912.)

(4) *Deputation of Medical officers and subordinates to attend the malaria class at Delhi for about six weeks.*—The rules in item (3) apply to these officers also.

(G.Os. No. 289, Public, dated 8th April 1910, No. 1046, Public, dated 10th November 1910, No. 976, Public, dated, 9th September 1911, No. 723, Public, dated 18th June 1912, and No. 902, Public, dated 18th July 1913.)

(5) *Training of Indian Medical Service officers and Civil Assistant Surgeons in the Government Ophthalmic Hospital for three months.*—While under training in ophthalmology in the Government Ophthalmic Hospital these officers may draw the pay and allowances including jail and other local allowances which they were drawing immediately before their deputation. Officers who are not already in Madras may draw travelling allowances under the ordinary rules for their journeys to and from Madras. Deputation and halting allowances are inadmissible; the vacancies created by the deputation of officers to training of this kind are generally filled by Civil Assistant Surgeons who may draw the allowances admissible under article 142 of the Civil Service Regulations.

(G.Os. No. 553, Public, dated 3rd May 1913, and No. 559, Public, dated 8th May 1914.)

(6) *Study of Bacteriology by Medical officers and subordinates at the laboratory of the King Institute, Guindy.*—In G.O. No. 1620 L., dated 28th November 1910, Medical Officers and subordinates have been permitted to study bacteriology at the laboratory of the King Institute, Guindy. Civil Assistant Surgeons are occasionally deputed to the Institute for training before being deputed for plague duty. These officers have not hitherto been allowed any deputation allowance but have been allowed to draw the

Page* 352, *Appendix D.—Add the following in continuation of paragraph (10) :—

Civil Sub-Assistant Surgeon pupils proceeding to Madras for receiving instructions in Ophthalmology, Lunacy and Midwifery, when such instruction cannot be given locally, also draw single third-class fares to and from Madras under G.O. Mis. No. 147, L. & M. (Medl.), dated 17th March 1919, communicated in Financial Endorsement No. 1245-A-1, dated the 21st March 1919.

[VII, 10-5-19]

travelling allowance ordinarily admissible for their journey from the Institute to the place to which they are posted.

(7) *Post-collegiate training of Sub-Assistant Surgeons including training in the Malaria Board's office, four months in the Medical College and six weeks in the Malaria Board's office.*—Sub-Assistant Surgeons undergoing post-collegiate training are allowed their grade pay, a local allowance at the rate of Rs. 10 a month, house-rent allowance at the rate of Rs. 8, conveyance allowance at the rate of Rs. 3 and the travelling allowance admissible under the ordinary rules; if transferred to a new station on the completion of their training, they are entitled to travelling allowance under Article 1098 of the Civil Service Regulations. They are also allowed full joining time under Article 177 of the Civil Service Regulations. The reserve staff takes the place of the officers under training.

(G.O No. 80, Public, dated 3rd February 1905, No. 313, Public, dated 26th April 1907, No. 1633 L., dated 2nd November 1912, G.O. No. 606, Public, dated 16th May 1913,. No. 621, Public, dated 20th May 1913, No. 692, Financial, dated 29th September 1914, No. 1425, Public, dated 4th November 1914, No. 1511, Public, dated 26th November 1914.)

(8) The pay and travelling allowance of the officers mentioned in sub-paragraphs (1) to (5) above are regulated by the orders of the Government of India. The officers mentioned in sub-paragraph (6) will continue to draw the pay and travelling allowance to which they are at present entitled. In the cases dealt with in sub-paragraphs (3) to (6) the period spent in training will count as service qualifying for leave and pension.

(9) The following rules will govern the case of Sub-Assistant Surgeons deputed for post-collegiate training :—

Article 68-*A*.—These officers will draw the salary to which they are entitled in the regular line.

Article 1138-*A*.—They areentitled to their ordinary travelling allowance while under training; if transferred to a new station at the termination of their training they may draw travelling allowance under Article 1094 or 1098 of the Civil Service Regulations at their choice. Up to the present, they have been drawing allowances to an aggregate amount of Rs. 21 a month; but these allowances will not be admissible in the future; they will however be allowed to draw halting allowance for the whole period of training.

Note.—G.O. No. 692, Financial, dated 29th September 1914, permitting joining time under article 177 of the Civil Service Regulations, in the case of Sub-Assistant Surgeons posted to the Medical College for post collegiate training, will be cancelled; casual leave will be given, when necessary, in lieu of joining time.

Article 86.—No acting arrangements may be made in place of officers under training.

Articles 160-*A*, 203-*A and* 411.—The period of training counts for leave and pension.

(10) *Civil Sub-Assistant Surgeon pupils in the Medical Schools at Tanjore and Vizagapatam.*—Under G.O. No. 191, Local and Municipal (Medical), dated 4th May 1917, all Civil Sub-Assistant Surgeon pupils (including Madras-Burma pupils) in the Medical schools at Tanjore, Vizagapatam, and Calicut, when proceeding to Madras to attend the examinations conducted by the Board of Examiners of the Medical College, are paid single third-class fares. The pupils of the first three years who pass the examination are also given travelling allowance at the same rate for their return journey. The allowance payable to fourth-year pupils who pass the final examination will be regulated by the provisions of Article 1083 of the Civil Service Regulations.

(11) The existing orders will continue in force.

(12) *The training of Civil Assistant Surgeon in Minor Sanitary Engineering.*—This kind of training no longer exists.

Page 353, *Appendix D*, 8. *Police Department*.—*Insert* the following as item (ix) in paragraph 1 :—

G.O. No. 1012, Finl., 19-12-1918.

(ix) *Training in signalling given to Head constables and constables.*

[IV, 8-2-19]

7. Jail Department.—In G.O. No. 359, Judicial, dated 13th March 1897, three months' training has been prescribed in the case of *Indian Medical Service officers selected for appointment as Superintendents of Central Jails*; during the course of training they receive "unemployed pay." They are entitled to travelling allowances for their journeys to and from the place of training at the rates prescribed in the Civil Service Regulations. They have hitherto been allowed joining time; this will no longer be permitted, but casual leave will be granted in cases of necessity.

8. Police Department—

(1) The various kinds of training prescribed for officers and subordinates in the Police Department are given below:—

(i) *Training in the Provincial Training School, Vellore, and*
(ii) *Practical training in districts of*
- (a) *Probationary Assistant Superintendents,*
- (b) *Probationary Deputy Superintendents,*
- (c) *Directly recruited Inspectors,*
- (d) *Sergeants, and*
- (e) *Directly recruited Sub-Inspectors.*

(iii) *Training given to recruit constables in the Central Recruits' School and in the school at Balliguda.*

(iv) *Training in legal practice given to (a) Inspectors and (b) Sub-Inspectors under the Public Prosecutor.*

(v) *Training in English and Vernacular Shorthand given to Sub-Inspectors in the Vellore Training School.*

(vi) *Training in Swedish drill given in the Vellore Central Recruits' School to (a) head constables and (b) constables selected from the armed reserves.*

(vii) *Training in the use of armourer's tools given in the Madras Arsenal to (a) head constables and (b) constables selected from the arsenal reserves.*

(viii) *Instructions given when occasion requires at the headquarters of districts or elsewhere, in cases in which it is found necessary to improve the knowledge of particular subordinates in regard to drill, finger-prints, etc.*

(2) Probationary Assistant Superintendents recruited in England are provided with free passage to India; officers appointed in India, and Probationary Deputy Superintendents appointed direct, are not entitled to travelling allowance for their journeys to a Provincial Training School on their first appointment. All these officers may draw travelling allowance during the course of training, at the rates ordinarily admissible in the case of officers on tour; for journeys from the school to the district selected for their training, they may draw the allowances ordinarily admissible in the case of officers on transfer. Deputy Superintendents recruited from other departments may draw travelling allowance for joining the school at the rates allowed in the case of officers on transfer. No halting allowance is given during the school course.

Probationary Assistant Superintendents appointed in India, and Probationary Deputy Superintendents appointed direct, count their service from the date on which they join the Provincial Training School; they are not allowed joining time on first appointment. The question of joining time does not arise in the case of Probationary Assistant Superintendents recruited from England, as they only stay a short time in Madras before joining the training school: Deputy Superintendents recruited from other departments have hitherto been allowed joining time before they join the training school and then they are posted to districts for practical training after completion of their school course.

No acting arrangements are being made in place of Assistant Superintendents or Deputy Superintendents under training.

The question of allowing the period of training to count towards increment of pay does not arise in the case of these officers; under Articles 202

(a), (b) (1), 373 and 374 (1) of the Civil Service Regulations the time spent in training counts as service for the purposes of leave and pension.

(3) When Probationary Assistant and Deputy Superintendents are sent for practical training in districts casual leave may, if necessary, be given; joining time is inadmissible. No acting arrangements should be made in the place of Assistant Superintendents under training, as the cadre provides for men under training, but acting arrangements may be made in place of Deputy Superintendents undergoing training, as their cadre has no reserve. Subject to these remarks the existing practice will be allowed to continue in the case of superior officers of the Police Department.

(4) The travelling allowances of subordinate officers of the Police Department under training are regulated by G.O. No. 34, Judicial, dated 7th January 1915: the rules are summarised below:

Cadets under training in the Vellore Training School (i.e., Inspectors and Sub-Inspectors recruited directly) draw travelling allowances (except family travelling allowance under article 1098 of the Civil Service Regulations) at the rates admissible for officers on transfer, when joining the district to which they have been posted on the completion of their training. They do not draw any travelling allowance for their journey to join the school on first appointment or for their journey to rejoin the school after the vacation.

Sub-Inspectors deputed for training in shorthand in the Training school and subordinates already in Government service who are sent to the school for training as Sub-Inspectors draw travelling allowances (except family travelling allowance under article 1098 of the Civil Service Regulations) at the rates admissible for officers on transfer, when first joining or finally leaving the school, but draw no travelling allowance when leaving or joining the institution at the beginning or end of a vacation.

Recruit constables deputed for training in the Central Recruits' School draw travelling allowances (except family travelling allowance under article 1098 of the Civil Service Regulations) at the rates admissible for officers on transfer, when joining or leaving the school. Recruits under training have no recess, so that the question of travelling allowance for journeys in connexion with vacations does not arise in their case.

While under practical training in districts, Inspectors, Sergeants (as Sub-Inspectors) and Sub-Inspectors draw travelling allowance and halting allowances at the rates admissible for officers on tour.

Head constables and constables sent to the Central Recruits' School for training in Swedish drill draw travelling allowance at the rates admissible for officers on tour and are also given full daily allowances for the first ten days of their training and half allowances for the remainder (G.O. No. 1091, Judicial, dated 1st May 1916). When deputed to the Arsenal for training, they draw travelling allowance at the rates admissible for officers on tour and are also given daily allowance for the first ten days. Subordinate officers summoned to the headquarters of the district or elsewhere to improve their knowledge of drill, finger printing, etc., draw travelling allowance at the rates admissible for officers on tour.

Sergeants deputed for training in Swedish drill at the Vellore Training School draw travelling allowance for their journeys to and from Vellore and are also given full daily allowances for the first ten days of their training and half allowances for the remainder [G.O. No. 571, Home (Judicial), dated 8th March 1917].

Probationary Inspectors and Sub-Inspectors posted to districts on completion of their training in the school are allowed joining time. Madras Probationary Sub-Inspectors are not allowed joining time (G.O. No. 1064, Judicial, dated 29th May 1913), nor is joining time allowed in other cases of training.

G.O. No. 1012, Finl., 19-12-1918.

Page 355, *Appendix D*, 8. *Police Department*, *paragraph* 5, *article* 1138-*A*.—*Insert* the following in its proper place :—

Head constables and constables deputed for training in signalling are allowed travelling allowance at the rates admissible to officers on tour. They are also allowed full daily allowance for the first ten days of their halt and half allowances for the remainder of the period.

[IV, 8-2-19]

Acting appointments in place of probationary Inspectors under training in a school can be made by the Inspector-General himself (G.O. No. 1567, Judicial, dated 21st October 1910); in the case of Inspectors under training in districts the sanction of Government is necessary for such appointments (G.O. No. 303, Financial, dated 29th April 1915). Acting appointments are not made in other cases.

Training of all kinds counts as service for the purposes of increments of pay, leave and pension, in the case of subordinate officers of the Police department.

(5) Subject to the remarks made below, the practices detailed in sub-paragraph (4) will continue :—

Article 1138-A.—Inspectors and Sub-Inspectors selected for training under a Public Prosecutor will be allowed ordinary travelling allowance for their journeys to and from their training headquarters and for journeys made in the course of their training. They will also be allowed halting allowances (full rates for the first ten days and half rates thereafter) for halts made in the course of their training.

Sub-Inspectors under training in the Vellore Training School who are taken to Madras will be allowed travelling allowance at the ordinary rates; they will be allowed halting allowance at full rates for the first ten days of their training and at half rates for the remainder.

Head constables and constables sent to the Arsenal for training will in future be allowed travelling allowance at the rates admissible in the case of officers on tour: they will be allowed daily allowance at full rates for the first ten days of their halt and at half rates for the remainder, subject to a maximam of three months.

NOTE.—Joining time will not be allowed; casual leave may be granted, when absolutely necessary.

Recruit constables deputed to the Balliguda school for training will be allowed travelling allowances (except family travelling allowance under article 1098, Civil Service Regulations) at the rates admissible for officers on transfer, when joining and leaving the school.

Article 86.—In modification of G.O. No. 303, Financial, dated 29th April 1915, the Inspector-General of Police is hereby empowered to make acting arrangements in place of inspectors under training in districts and in place of inspectors and sub-inspectors under training with a public prosecutor.

Article 68-A. The Inspector-General can depute sergeants for training in the Provincial Training School, Vellore. While under such training these officers will draw the salary to which they would be entitled in the regular line (G.O. No. 522, Financial, dated 4th August 1917).

9. Revenue Department—

(1) The several kinds of training which officers have to undergo in the Revenue Department are shown below :—

(i) Training of assistant collectors, deputy collectors and other officers in Survey and Settlement.

(ii) Survey training of candidates for the post of revenue inspector —the training lasts for six weeks and is conducted by a land records tahsildar.

(iii) Training of land records surveyors and town surveyors in the use of the theodolite and circumferentor.

(iv) Training of candidates for the post of land records tahsildar.

(v) Training of Madras clerks as revenue inspectors or in Settlement parties

(vi) Training in the work of a taluk head accountant; the training lasts three months.

(vii) Treasury training of deputy collectors—training of this kind last six weeks in the case of some deputy collectors and from three to three-and-a-half months in the case of others.

(2) The orders issued so far in regard to the travelling and other allowances payable to these officers are summarised below :—

Article 1138-*A*.—Officers undergoing a course of training in Survey or Settlement or being trained as revenue inspectors in any school, college or other institution draw travelling allowance at the ordinary rates when joining and leaving the place of their training.

(G.Os. No. 359, Financial, dated 2nd June 1915, No. 771, Financial, dated 3rd December 1915, and No. 845, Financial, dated 29th December 1915.)

Assistant collectors and deputy collectors deputed for training in Survey or Settlement have been permitted to recover with reference to Article 1094 of the Civil Service Regulations charges incurred in conveying tents and horses from their original headquarters to the place of their training and from that place to the station to which they are posted after the completion of their training.

(G.O. No. 771, Financial, dated 3rd December 1915.)

Travelling allowance for journeys made in the course of training, in addition to travelling allowance to and from the headquarters of the training school, is allowed in the case of officers undergoing training in Survey and Settlement, or in the use of the theodolite and circumferentor to officers trained in a survey school or as land records deputy surveyors and to officers undergoing training in chain survey in order to qualify for the post of deputy tahsildar.

(G.O. No. 126, Financial, dated 1st March 1916.)

These officers are also allowed halting allowance at the full ordinary rates for the first ten days of their halt at the training headquarters or at any other place and at half rates for the remainder of their halt at the same place. In the case of gazetted officers, however, no halting allowance is admissible if the period of training exceeds one month.

(G.Os. No. 126, Financial, dated 1st March 1916, and No. 303, Financial, dated 1st June 1916.)

NOTE.—No joining time is allowed, but casual leave may be granted when necessary.

Article 86.—When officers who have been included in the list of officers eligible for the post of deputy collectors, but have not been appointed to act as deputy collectors, are deputed to undergo the training in Survey or Settlement prescribed for deputy collectors, the Board of Revenue and Collectors are allowed to appoint substitutes in place of the officers so deputed.

(G.O. No. 2336, Revenue, dated 13th October 1916.)

Acting arrangements may be made in place of candidates deputed to undergo survey training for the post of land records tahsildar or land records inspector.

(G.O. No. 3141, Revenue, dated 24th October 1911.)

Acting arrangements may be made in place of clerks in Madras offices deputed to undergo training to qualify for the post of deputy tahsildar.

(G.O. No. 2196, Revenue, dated 29th September 1915.)

Acting arrangements may be made in place of any person in Government service deputed by the Collector to undergo training in Survey.

(G.Os. No. 642, Revenue, dated 30th July 1886 and No. 918, Revenue, dated 20th October 1893.)

Collectors may make acting arrangements in place of officers deputed to undergo training in the work of taluk head accountant.

(G.Os. No. 461, Revenue, dated 20th July 1895, No. 762, Revenue, dated 22nd November 1895, and No. 971, Financial, dated 6th December 1895.)

As officers of the Indian Civil Service are usually trained in Survey and Settlement before they pass the higher standard, the question of making acting appointments in their place does not arise.

(3) The practices detailed in sub-paragraph (2) above will continue; the Government have sanctioned the following additional concessions :—

Article 68-*A*. Officers of the Revenue Department deputed for training will draw the salary to which they would be entitled in the regular line.

NOTE.—Government have delegated to Collectors the power to sanction deputation of Revenue clerks for treasury training, and of revenue subordinates and karnams for survey training (G.O. No. 457, Financial, dated 10th July 1917).

Article 1138-*A*.—Assistant collectors and deputy collectors undergoing training in Survey or Settlement will be allowed to recover all charges incurred in the transport of their personal effects to and from the place of their training, up to the maximum weight prescribed in Article 1094 of the Civil Service Regulations. Officers who, after completing their training in Survey, have to go to another district in order to be trained in Settlement will be permitted to draw allowances at the rates admissible for joining a training class in the first instance; if the journey is to another place in the same district, they will draw travelling allowance at the rates admissible in the case of officers on tour.

Revenue subordinates selected to undergo a course of training in Survey or Settlement or to be trained as revenue inspectors, land records and town surveyors undergoing training in the use of theodolite and circumferentor and officers deputed to undergo the training prescribed for land records tahsildar will be permitted to avail themselves of the concessions admissible under Article 1094 of the Civil Service Regulations in respect of journeys to and from the place of their training.

Candidates undergoing survey training for the post of revenue inspector in schools held by land records tahsildars, officers deputed to undergo the training prescribed for land records tahsildars and Madras clerks who are undergoing training as revenue inspectors or who are attached to Settlement parties, will be allowed to draw travelling allowance under the ordinary rules; this concession applies to journeys to and from the place of their training and to journeys made in the course of their training. They will also be allowed to draw halting allowances at full rates for the first ten days of their training and at half rates thereafter.

Officers deputed for training in the work of taluk head accountants will be allowed to draw travelling allowance for journeys to and from the place of their training, but will not be allowed to draw halting allowance.

NOTE.—Joining time will not be allowed: casual leave may be given, when absolutely necessary.

Articles 160-*A*, 203-*A and* 411.—In all cases in which officers or classes of officers are deputed to undergo training, the time spent in their training will count as service for the purposes of increments of pay, leave and pension.

10. Forest Department—

(1) The kinds of training which officers have to undergo in the Forest Department are shown below :—

(i) Deputation of subordinates of the Forest Department to undergo training at the Coimbatore Forest College or at a Vernacular Training School.

(ii) Training of candidates selected for the Provincial Forest Service. The candidates proceed to Dehra Dun, after a year's preliminary training under a District Forest Officer.

Government have delegated (*a*) to the Commissioner of Land Records and Forests the power to sanction deputation of Forest subordinates (Rangers and Deputy Rangers) to the Forest College, Coimbatore, (*b*) to Conservators of Forests, the power to sanction deputation of Foresters and Forest Guards to Vernacular Training schools. While undergoing such training all these forest subordinates will draw the salary to which they would be entitled in the regular line.

(G.O. No. 457, Financial, dated 10th July 1917.)

(2) The rules at present in force are summarised below :—

Article 1138-*A*.—Subordinates of the Forest Department deputed to undergo training at the Forest College or at a Vernacular Training School are allowed when first joining and finally leaving those institutions the travelling allowance to which they would be entitled if transferred on public grounds from one station to another, subject to the proviso that they may not draw travelling allowance for their families under Article 1098 of the Civil Service Regulations. They draw no travelling allowance when leaving or joining the institutions at the beginning or end of a vacation.

(G.O. No. 2864, Revenue, dated 25th September 1912.)

Candidates selected for the Provincial Forest Service draw the travelling allowance admissible under the Civil Service Regulations for joining the College at Dehra Dun and for their return after a successful completion of the two years' course.

(G.O. No. 666, Revenue, dated 5th March 1913.)

Candidates selected for the Provincial Forest Service are required, before deputation to Dehra Dun, to undergo practical training for a period of twelve months under a District Forest Officer ; during this period, they are paid a stipend of Rs. 50 and a fixed travelling allowance of Rs. 25 per mensem (G.Os. No. 666, Revenue, dated 5th March 1913, and No. 3396, Revenue, dated 23rd November 1914).

Article 86.—Acting arrangements are allowed in place of (*a*) probationary rangers, rangers, and deputy rangers deputed for training to the Imperial Forest College, Dehra Dun, (*b*) foresters and forest guards deputed for training in Vernacular Forest Training Schools, and (*c*) forest subordinates deputed to undergo training at the Coimbatore Forest College.

(G.Os. No. 2148, Revenue, dated 14th July 1911 ; No. 2326, Revenue, dated 31st July 1911 ; and No. 3517, Revenue, dated 21st November 1912.)

Article 411.—The Government of India have ruled that any Provincial Forest Service probationer who has not been appointed permanently to Government service before attaining the age of 23 may count as service towards pension any period of training or probationary service undergone since he attained that age [G.O. No. 2212, Revenue, dated 23rd July 1912, and section 28 (10) of the Forest Code].

(3) The concession detailed in sub-paragraph (2) above will continue. No joining time is allowed, but casual leave may be given, when necessary. Training counts as service for the purpose of increments of pay, leave and pension.

11. Veterinary Department—

Government have sanctioned the deputation every year of six students from the Madras Veterinary College, to attend the Tiruppur cattle and pony show. The students will be granted single third-class fare by rail and a daily allowance of annas four.

(G.O. No. 616, Mis., Revenue, dated 28th February 1917.)

ARCHIVES 25769 C 24 (N.P)

[C.S.R.—762 and 763]

G.I., Fin., No. 1222, E.B., 5-10-1921, issued with the concurrence of the Auditor of G.I. Sanctions No. C/44-93, 11-10-1921; G.O. Mis. No. 1051, Fin., 20-10-1921, case Pen. Mis. No. 3-2 of 1921-22.

Page 143.—*Substitute* the following as paragraph 8 *for* th existing paragraph 8 and the addition thereto under Articles 762 an 763 inserted by the lists of corrections Nos. XV, dated 15th Februar 1920, and XXIII, dated 5th November 1920, respectively.

8. The Government of India having for some time ceased to exercise any control over the Mesopotamian Administration, it has been decided that with effect from 1st March 1919, from which date contract conditions of service have been offered to officers of the Government of India lent to Mesopotamian Administration, all such officers should be treated as on foreign service of the first kind outside India. The resulting position will be that up to the 28th February 1919 contributions for leave allowances and pension will be recovered and the service of the officers will be foreign service counting for leave and pension under the Civil Service Regulations from Indian Revenues, and that from 1st March 1919 contributions for pension only, and not for leave allowances, will be recovered and under the rule in Article 781 of the Civil Service Regulations.

(i) the officer will receive such leave and leave allowance as are admissible to him under the rules of the Mesopotamian Administration,

(ii) the time spent on foreign service will not count for leav under the Civil Service Regulations but will not constitute an inte ruption of service for leave under those regulations, and

(iii) during the period of foreign service after the 28th February 1919, an officer will be allowed to take leave earned by him under the Civil Service Regulations in respect of service up to the 28th February 1919 and only with the sanction of the Government of India and the leave allowances admissible during such leave shall be chargeable to Indian Revenues.

2. The necessary re-adjustment in respect of contributions for leave allowances and pension will be made by the Controller of War Accounts in communication with Accountant-General, Central Revenues.

3. Government of India have also decided that the Accountant-General, Central Revenues, shall recover direct from the Mesopotamian Administration the pension contributions due in respect of all officers of the Government of India lent to that administration with effect from 1st April 1921.

[XXXII—6-1-22]

[C.S.R.—762 and 763]

G.O. No. 1755, Rev., 17-9-1921, item 42.

Page 143.—*Insert* the following as paragraph 10 under the abe articles :—

10. The Chief Conservator of Forests is empowered to transfe foreign service within the province, but not to service under an Ind State, all non-gazetted
appoint or transfer.

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